User Registration & Maintenance

RCRAInfo National Implementer Training

July - August, 2000

Revised 8/31

User Registration & Maintenance-- Presentation Outline

- **Overview**
- **Process**
- **Roles & Responsibilities**
- **Offline Demo**

User Registration & Maintenance Overview

- **Three systems needed:**
  - TSSMS
  - OAURS
  - RCRAInfo
- **TSSMS**
  - Time Sharing Services Management System
  - EPA/NTSD owned Mainframe FOCUS system for use by EPA authorized staff only.
  - ADP Coordinators create accounts to pay for computer resource usage & technical support under EPA Working Capital Fund (WCF).

User Registration & Maintenance Overview

- **TSSMS (cont.)**
  - **Account Managers add/update/delete users & connect them to existing WCF accounts.**
- **OAURS**
  - **Oracle Application User Registration System**
  - **EPA/NTSD owned and supported PowerBuilder Client/Server Application for use by EPA authorized staff only.**
  - **OAURS users can add/update/delete User Ids & grant access to select Oracle databases.**

User Registration & Maintenance Overview

- ## RCRAInfo
    - EPA/OSW owned Web-based Oracle application.
    - All RCRAInfo users given default READ access to all data in database.
    - RCRAInfo DBAs with appropriate System Administration permissions may add/update/delete other users in their State or Region.
    - RCRAInfo DBAs assign access permissions by module
        - Level 4: Read, Add, Update, Delete
        - Level 3: Read, Add, Update
        - Level 2: Read, Add
        - Level 1: Read
        - Level 0: None

User Registration & Maintenance Process

- **Step 1: TSSMS**
  - EPA Account Manager (or backup) logs on to TSSMS to add or maintain user on appropriate WCF account.
    - If new user is added, TSSMS assigns three character user id after basic information about user is provided.
  - TSSMS is updated immediately, but overnight batch process is required to create extract database before Oracle application registration can proceed for new users.

- **Step 2: OAURS**
  - EPA OAURS user logs on to OAURS, searches TSSMS extract database, and grants selected user READ ONLY rights to RCRAInfo test and/or production Oracle database(s) and sets/resets passwords.
  - Gives a user rights to query assigned Oracle database(s) via SQL*Net or other ODBC reporting tool.

User Registration & Maintenance Process

- **Step 3: RCRAInfo**
  - **RCRAInfo DBA logs on to RCRAInfo, and utilizes RCRAInfo System Administration/User Maintenance function to grant users permissions by module.**
    - Handler
    - Permitting
    - Corrective Action
    - Compliance Monitoring & Enforcement
    - Biennial Report Load
    - User Maintenance
    - Table Maintenance

User Registration & Maintenance Roles & Responsibilities

- **Headquarters:**
  - Serve as **RCRAInfo System Manager.**
  - Fund & support Regional & State users under HQ WCF
    - Production accounts through 1st quarter FY01.
    - User acceptance testing accounts on continuing basis.
    - Register RCRAInfo users in TSSMS to RITORHQ1 and RIPORHQ1 accounts as requested by Regions.
  - Grant proxy rights in OAURS to select Regional staff to assign READ-only role to Regional/State users & assign to accounts (including RITORHQ1 & RIPORHQ1).

User Registration & Maintenance
Roles & Responsibilities

- **Regions:**
  - Set up Regional & State TSSMS RCRAInfo accounts by end of 1st quarter, FY01.
    - Please don't wait until last minute.
  - Validate users currently registered for user acceptance testing.
  - ASAP provide list of Regional and State RCRAInfo production users via Email to allen.beverly@epa.gov.
    - Name, User ID, Agency, Phone #
  - Keep HQ apprised of updates to HQ production and user acceptance testing accounts.

User Registration & Maintenance Roles & Responsibilities

- **Regions (cont.)**
  - Determine Regional personnel who need OAURS access.
    - Send Email request to allen.beverly@epa.gov.
    - HQ will work with NTSD to register users.
  - Install OAURS on designated workstations.
    - Work with Regional LAN administrator and Regional Oracle DBA, not HQ/OSW.
  - Use OAURS to add and maintain users including password reset requests.
    - DO NOT send passwords via Email. This is a security violation--Email is not secure.
    - Call users directly.

User Registration & Maintenance Roles & Responsibilities

- **Regions (cont.)**
  - Work with States to develop method for user verification.
    - Region should be sure that a state person requesting access is a valid requestor.
    - Process deletes promptly.
  - Add/maintain users in RCRAInfo.
- **States**
  - Email RCRAInfo user registration & maintenance requests to Regional contact.
    - Regional contacts will forward to HQ for TSSMS processing until Region/State accunt structure is in place.
  - Maintain users in RCRAInfo.

11

TSSMS Demo--Add User On Account


```
******************** USER/ACCOUNT REGISTRATION SYSTEM ********************
                            MAIN MENU                           | SCR010 |
                                                                ----------

        PLEASE ENTER SELECTION:    1


             1)   USER ON ACCOUNT INFORMATION
             2)   USER ID INFORMATION
             3)   ACCOUNT INFORMATION
             4)   SERVICE ACCOUNT INFORMATION
             X)   EXIT USER/ACCOUNT REGISTRATION SYSTEM
```
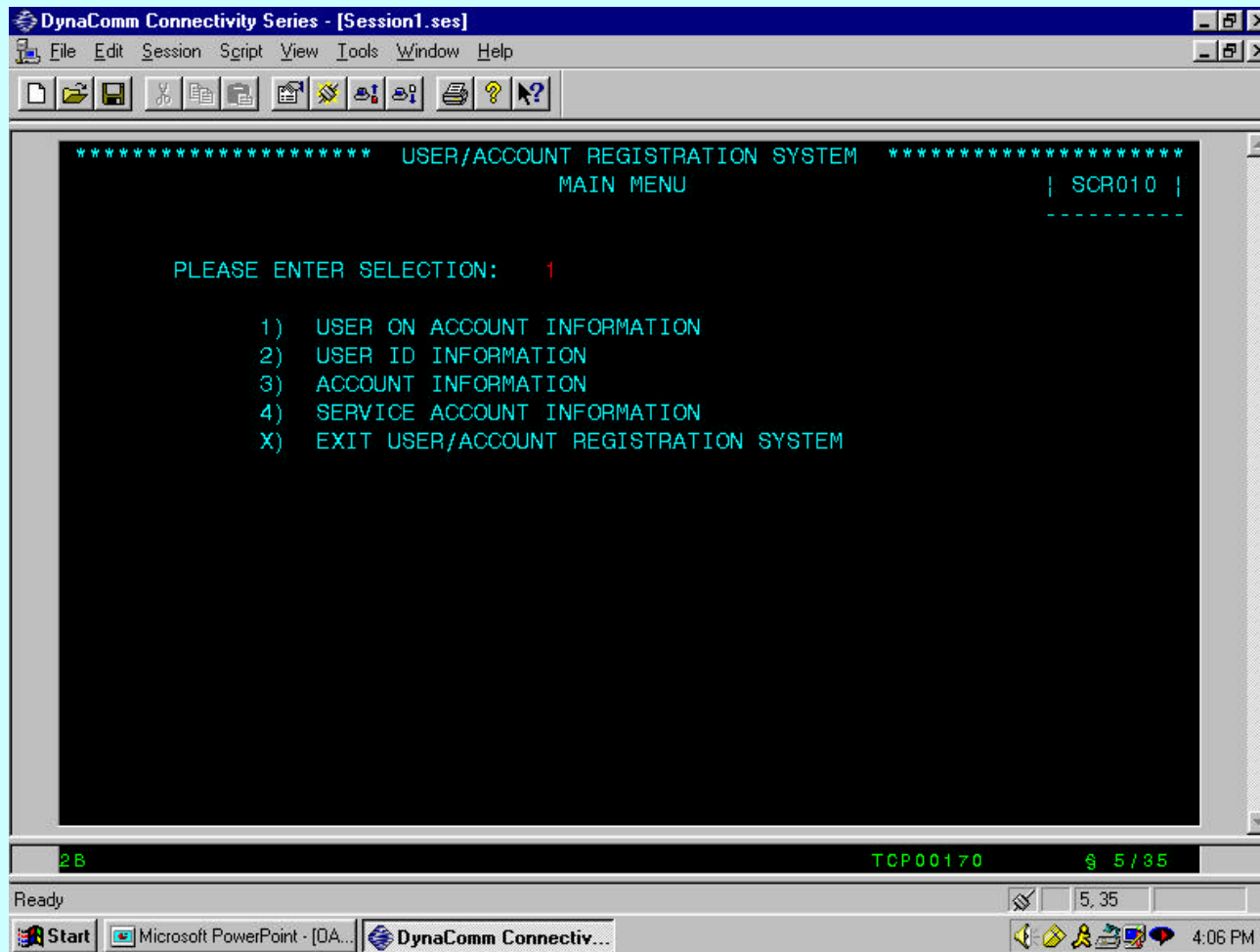
■ **Select Option 1: User On Account Information**

12

TSSMS Demo--Add User On Account


```
**************************** USER/ACCOUNT PROCESSING ****************************
                             SELECTION MENU                        | SCR020 |
                                                                   ----------

PLEASE ENTER SELECTION:      3


    1)   BROWSE USER ON ACCOUNT INFORMATION
    2)   PRINT USER ON ACCOUNT INFORMATION
    3)   ADD USER TO ACCOUNT
    4)   REVOKE USER ON ACCOUNT     (NOT APPLICABLE FOR IBM AND SERVICE ACCOUNTS)
    5)   DELETE USER ON ACCOUNT     (NOT APPLICABLE FOR IBM ACCOUNTS)
    6)   OPEN REVOKED/DELETED USER ON ACCOUNT



         PRESS PF3/PF15 KEY TO EXIT AND RETURN TO SELECTION MENU
```
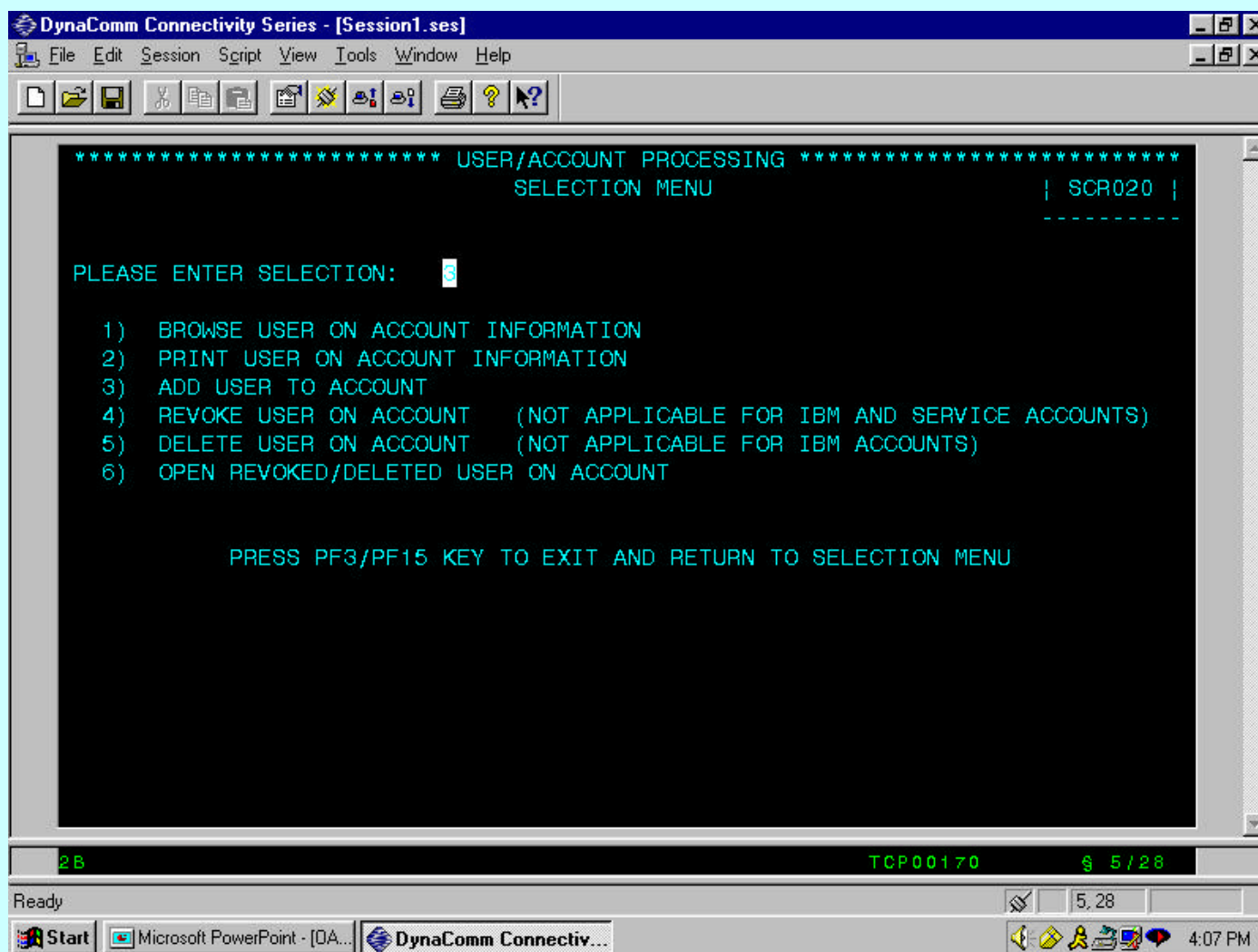
- **Select Option 3: Add User On Account**
- *Note*: **Select Option 4 to delete a user.**

TSSMS Demo--Add User On Account
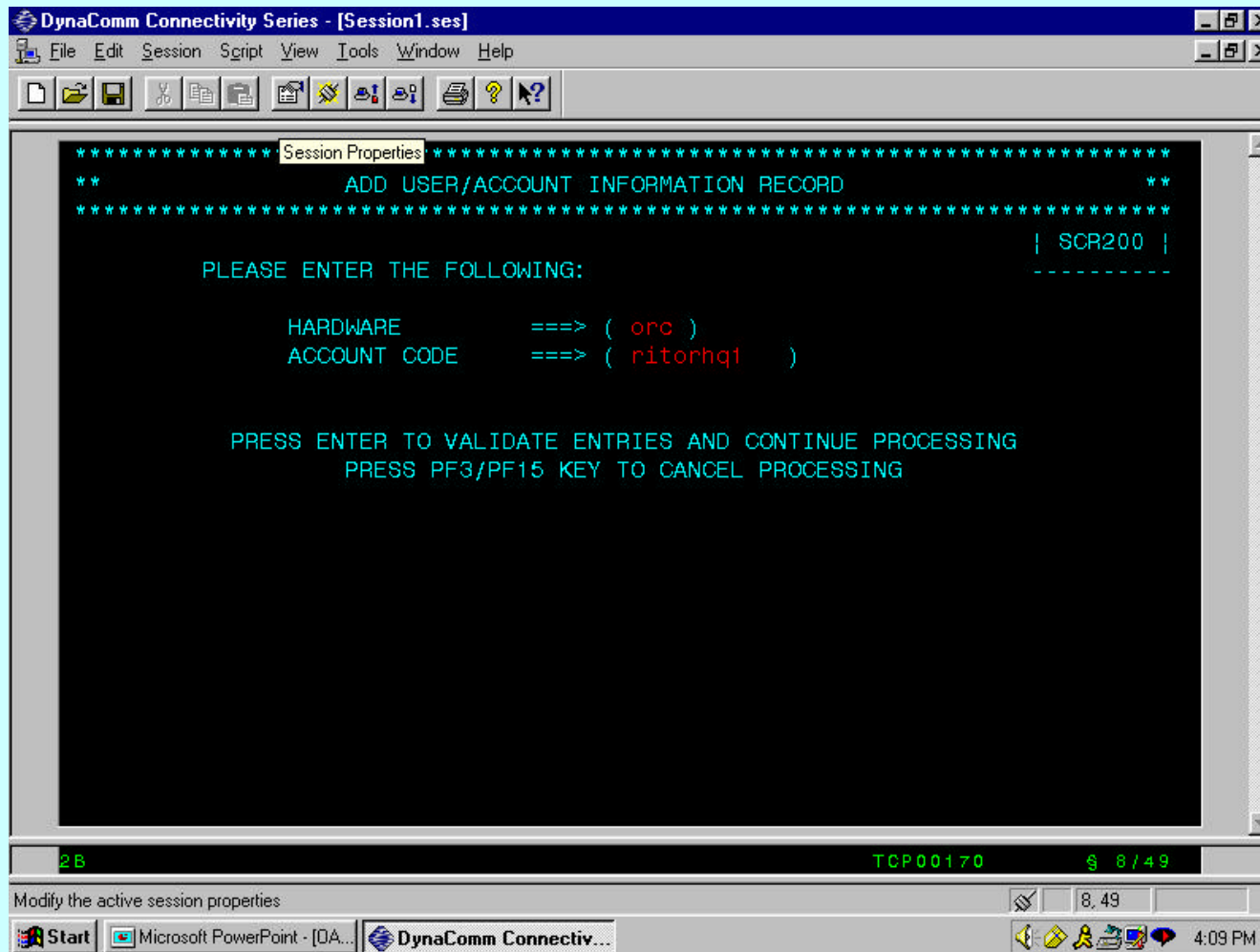
■ **Enter Hardware & Account codes.**

TSSMS Demo--Add User On Account
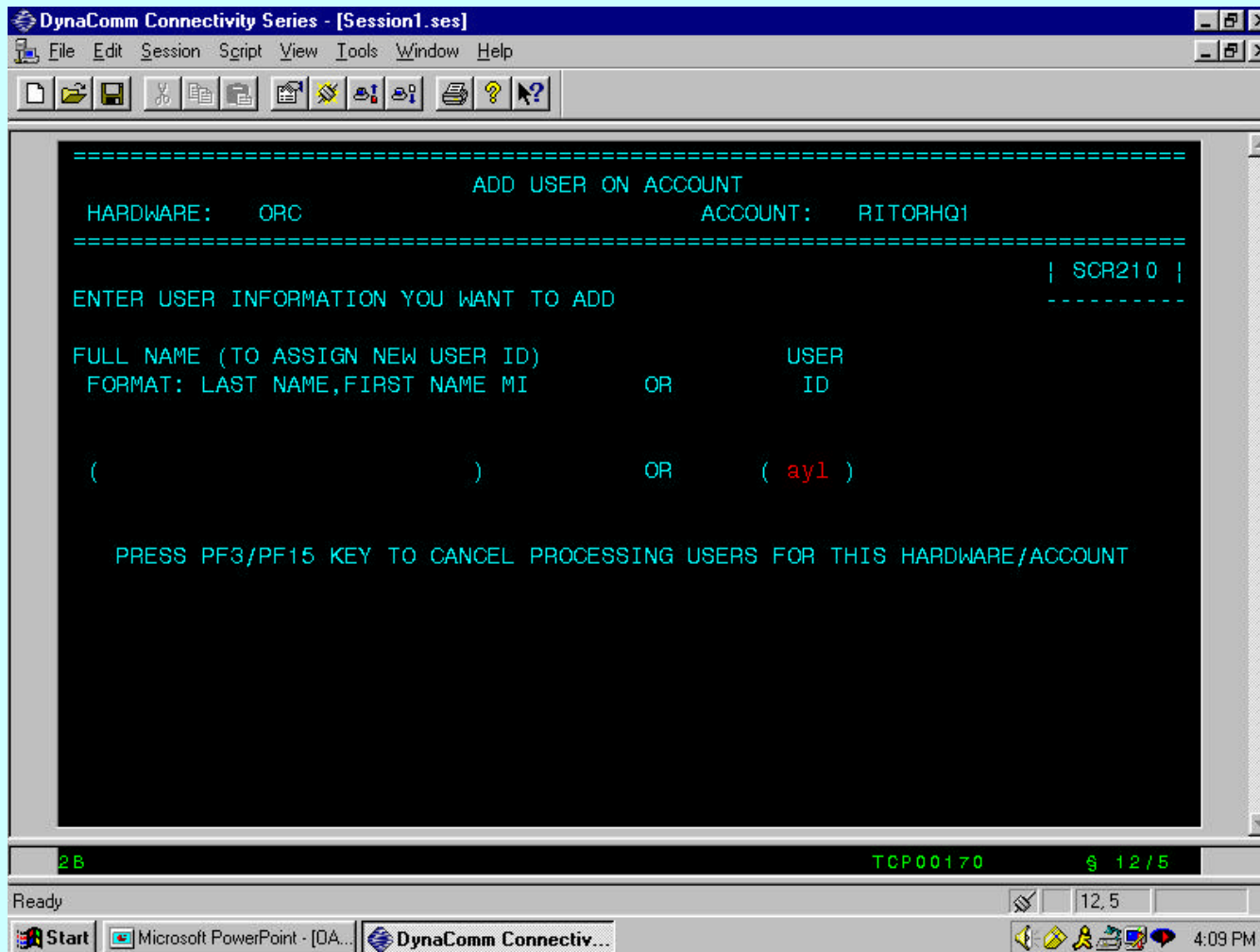
- **For existing user, supply USER ID.**
- **For new user, supply name.**
- **Overnight batch job processes request(s).**

15

OAURS Demo--Register New User
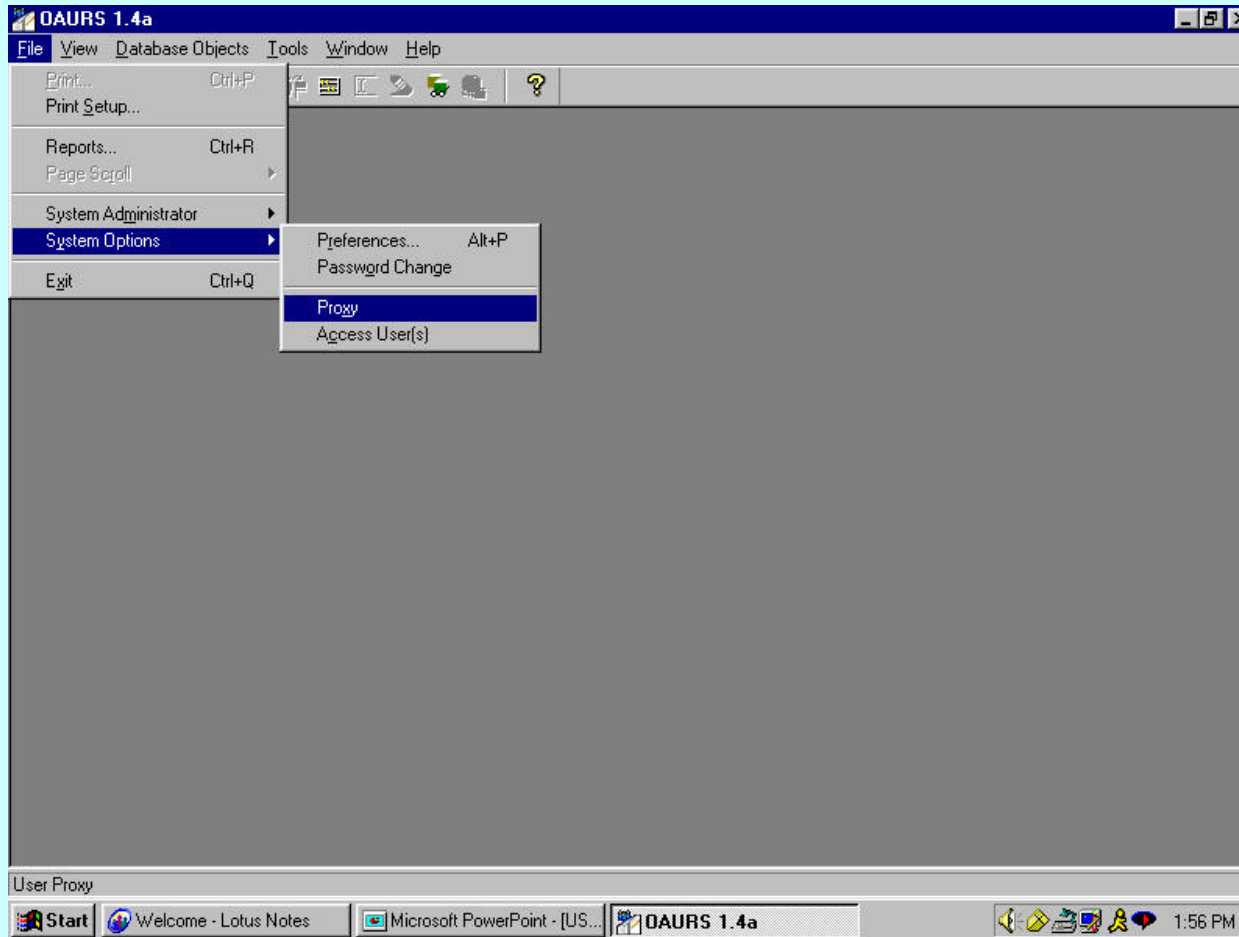
■ **Log on to OAURS; Select File, System Options, Proxy.**

OAURS Demo--Register New User
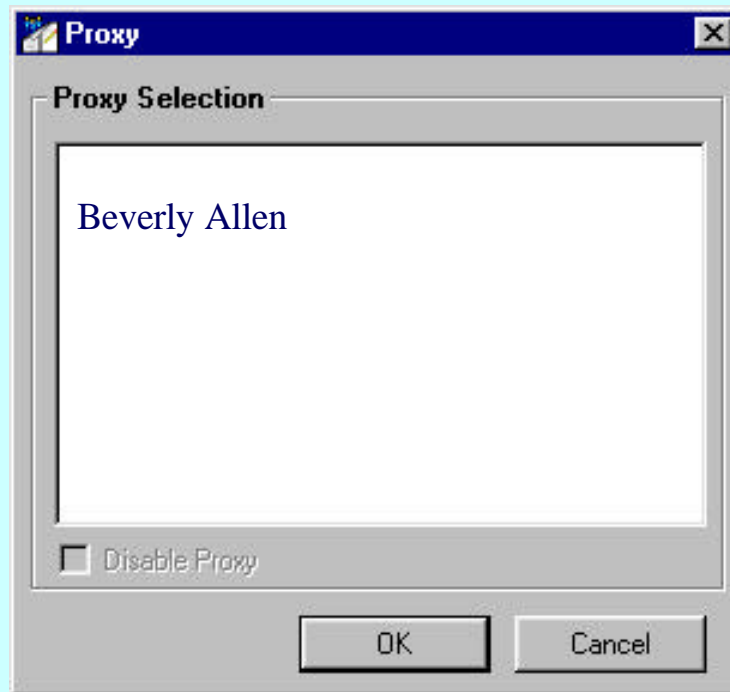
■ **Click on name of person who granted you proxy rights to register RCRAInfo users in OAURS.**

■ **Click OK.**

OAURS Demo--Register New User
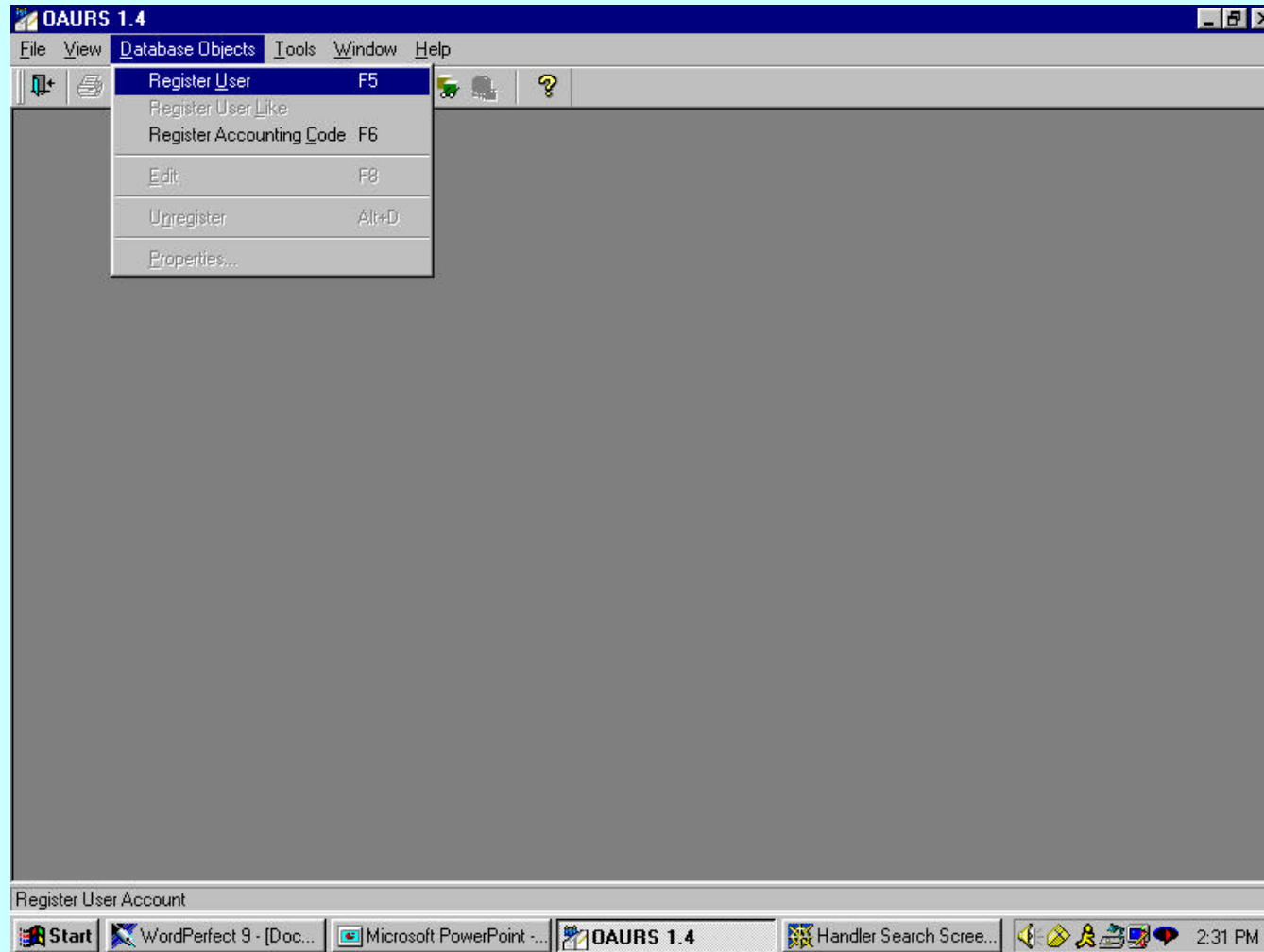
■ **Click Database Objects; then click Register User.**

OAURS Demo--Register New User
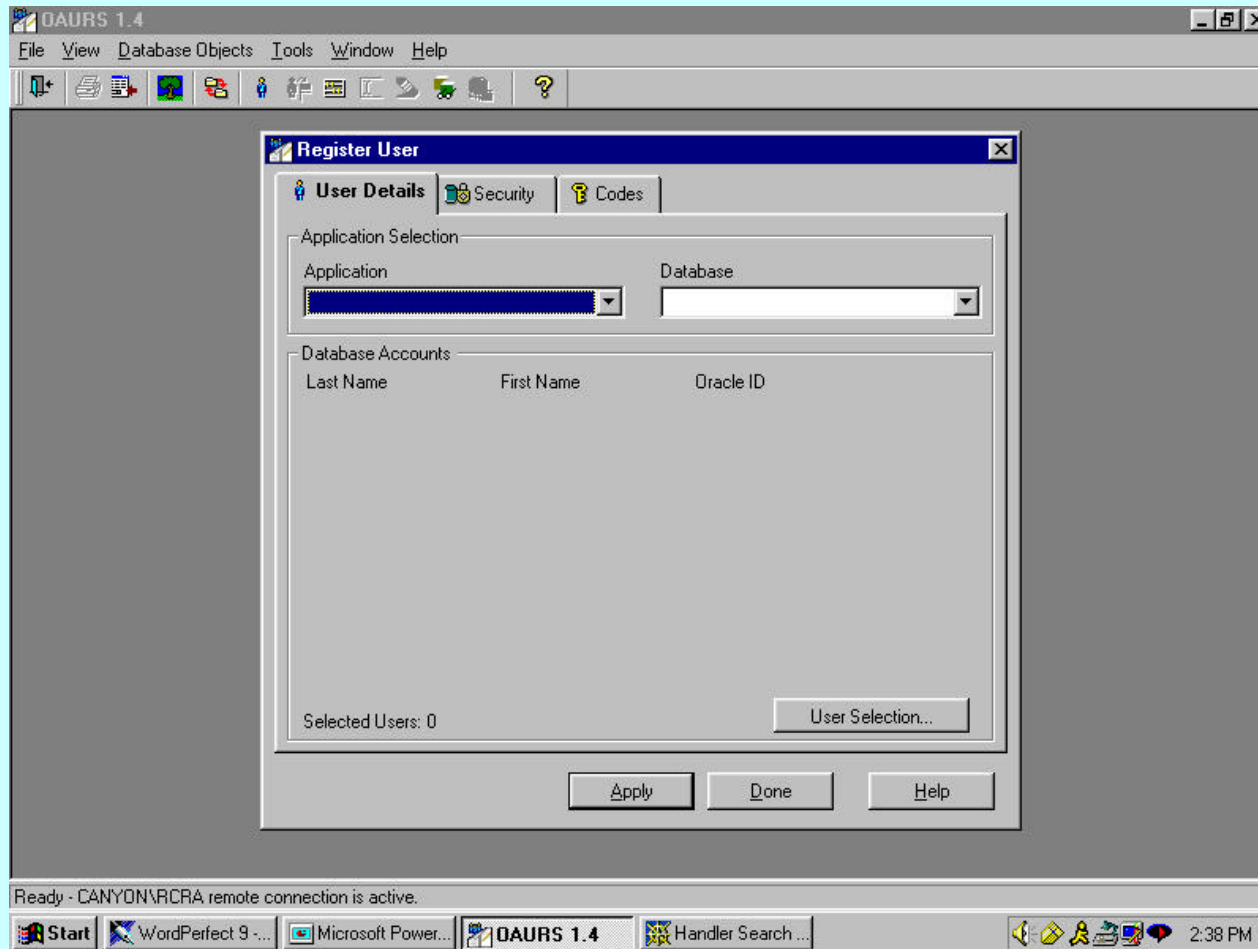
- **Click on Application drop-down box.**
- **<u>Note</u>: If you have not completed the proxy step, drop down boxes will be blank.**
- **Select RCRAInfo application.**

19

OAURS Demo--Register New User
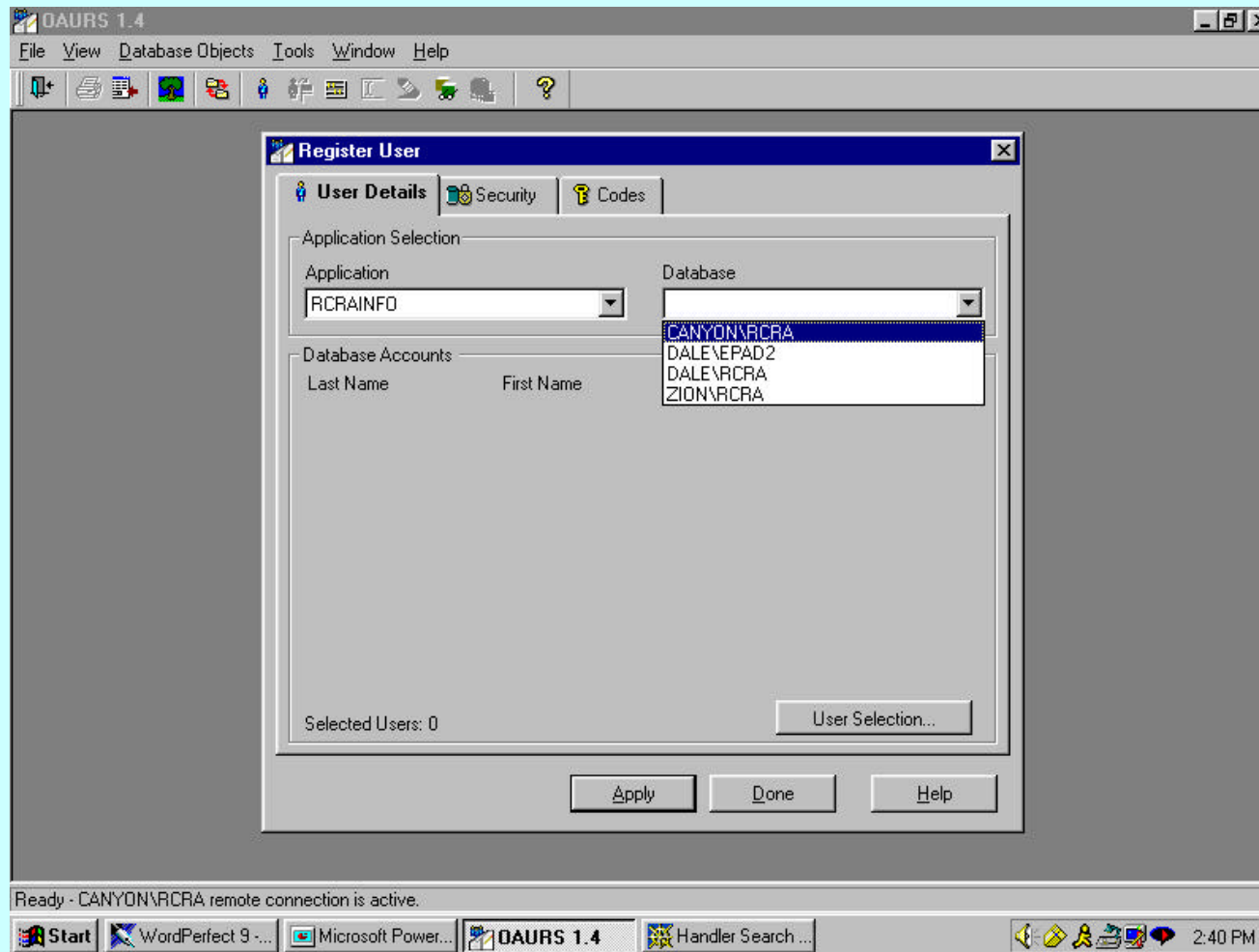
■ **Select a Database**

OAURS Demo--Register New User
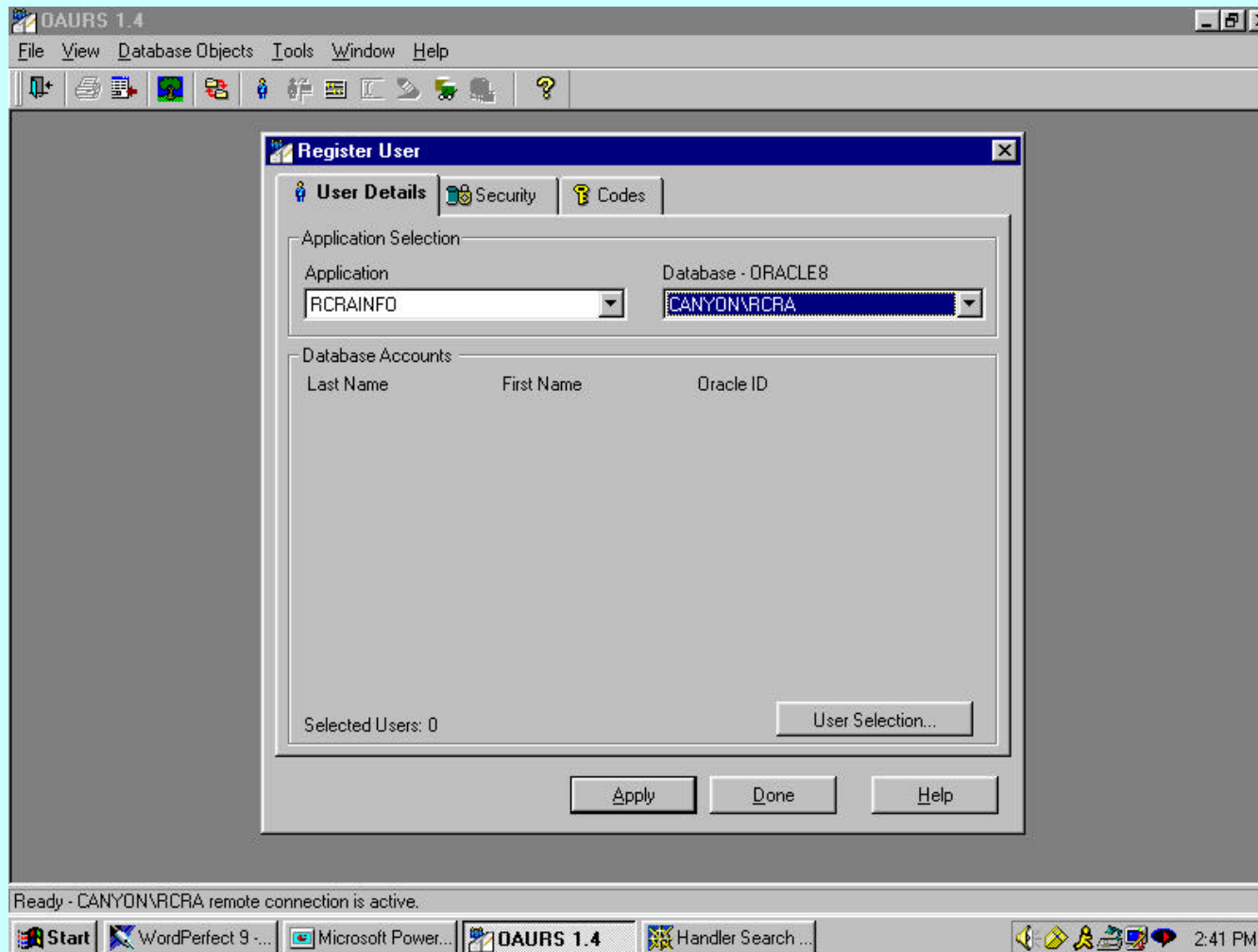
- **Wait for remote connection to be established to selected Oracle database.**
- **Click on User Selection.**

OAURS Demo--Register New User

- **Supply TSSMS ID or name.**
- **Click Search.**
- **Highlight search result.**

- **Click Add**
- **Click Done**

OAURS Demo--Register New User
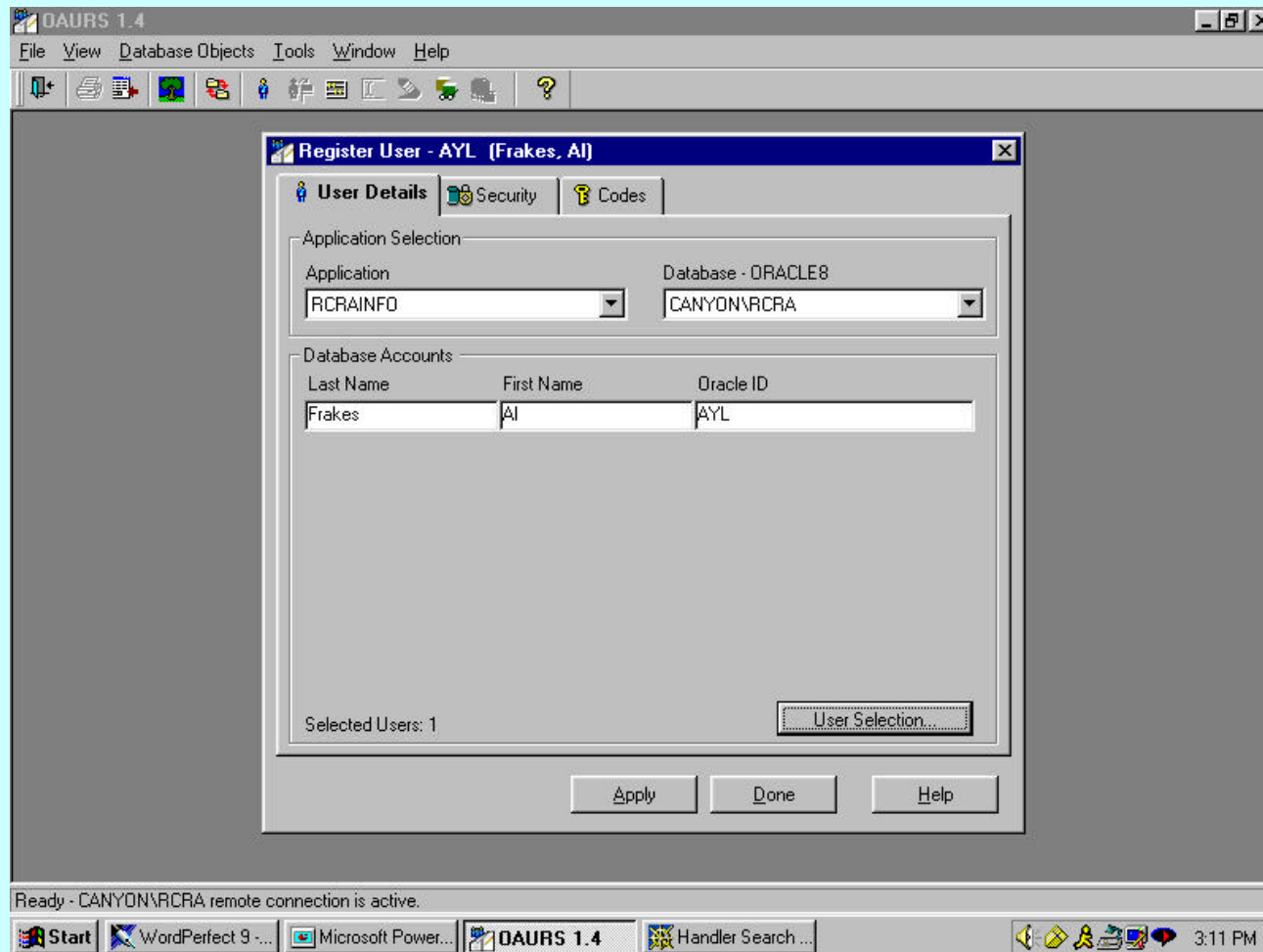
- **You are ready to register user & assign initial password.**
- **Click on Codes tab to assign user to default account and Oracle role.**

23

OAURS Demo--Register New User
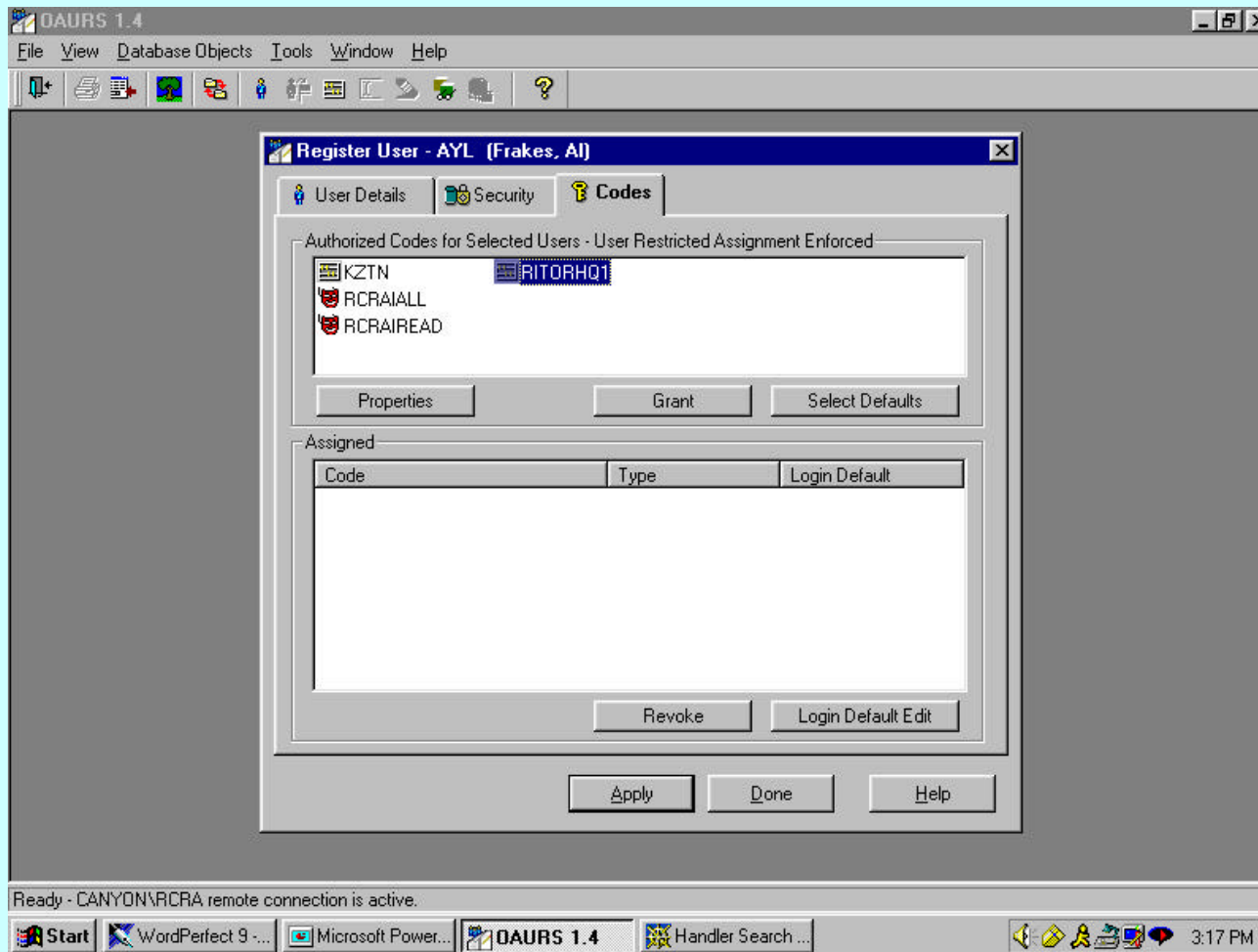
- ■ **Click on account.**
- ■ **Click Grant.**

OAURS Demo--Register User
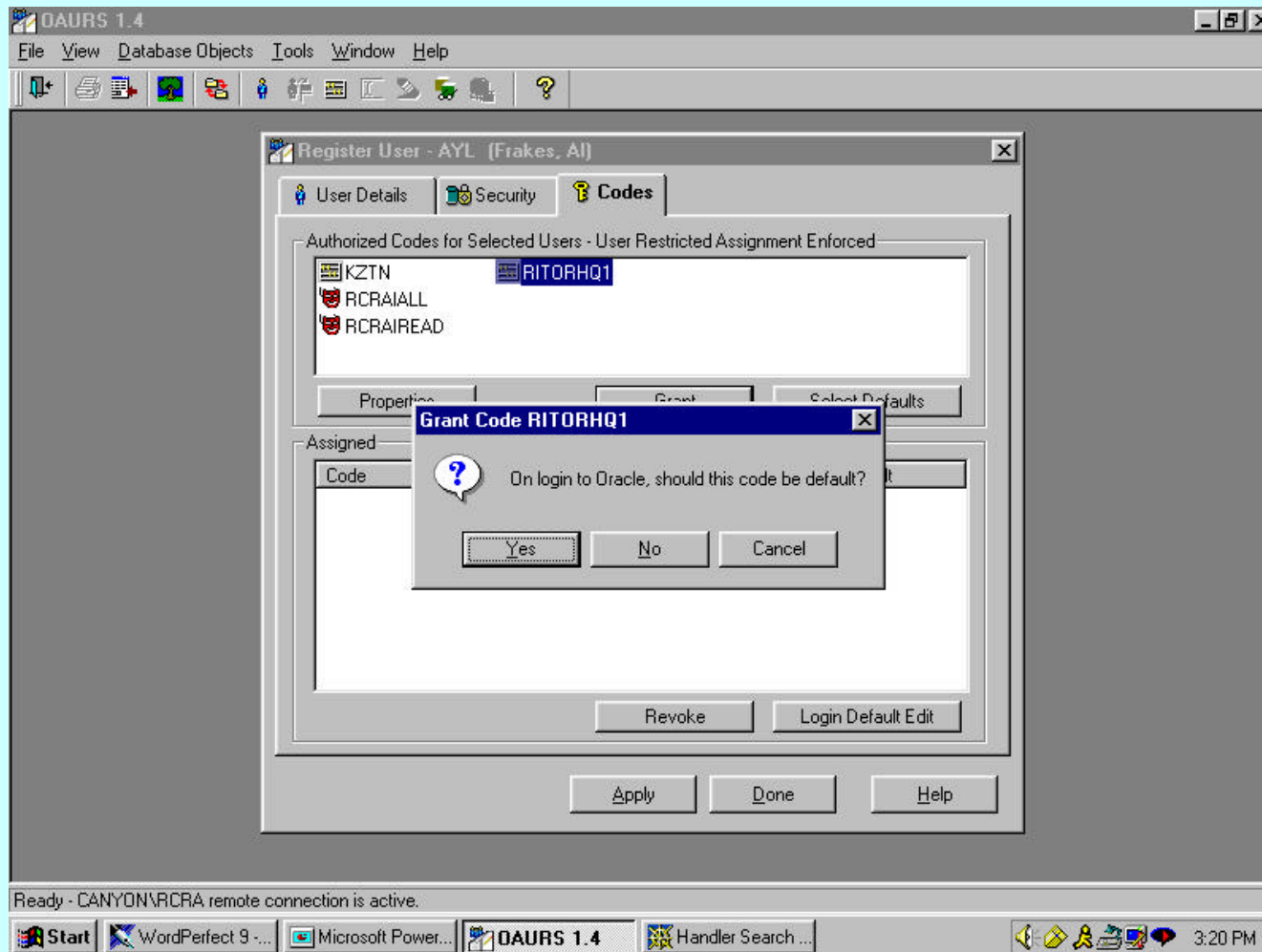
- **Click Yes.**
- **One account must be designated the default logon account.**

OAURS Demo--Register User
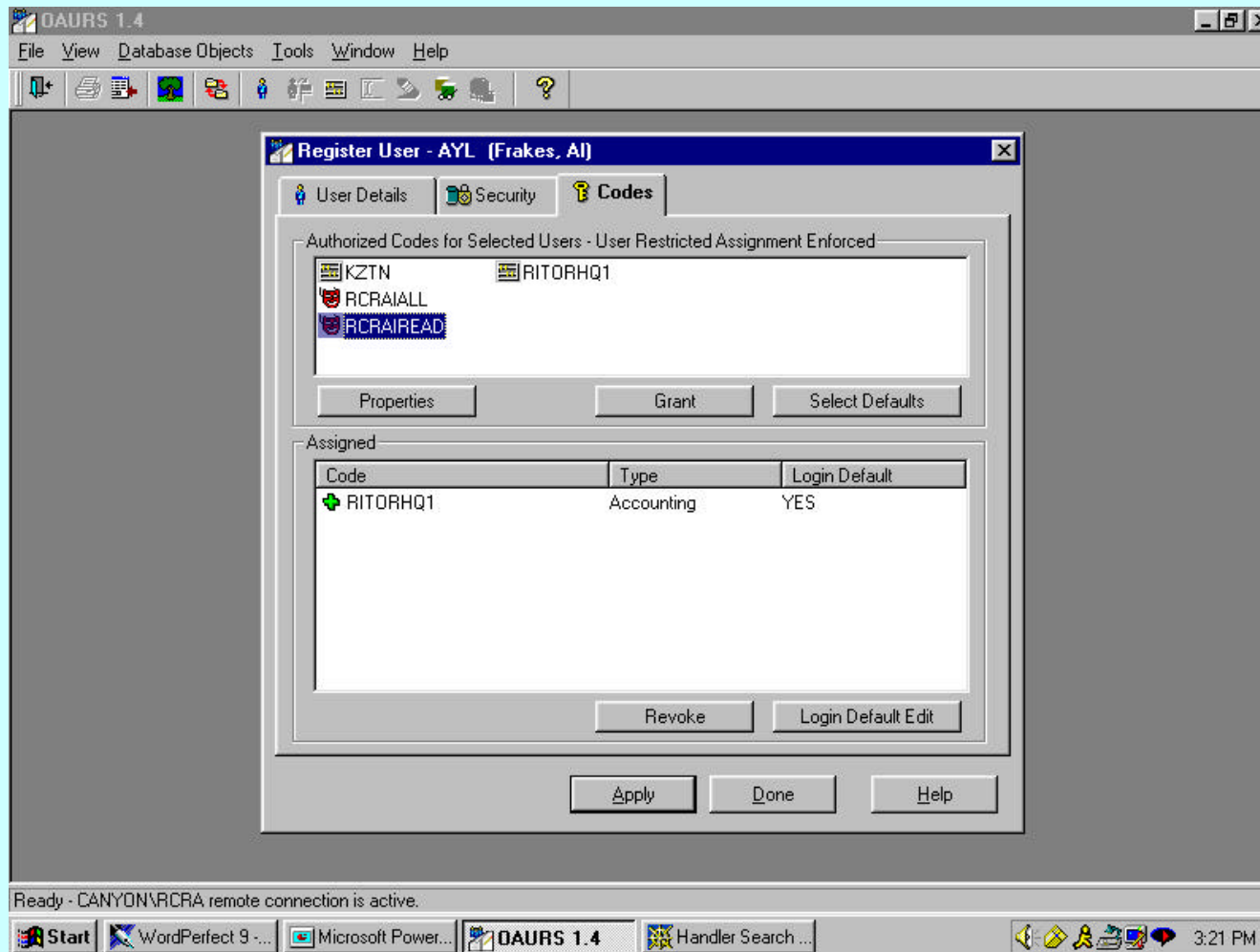
- **Assign user role of RCRAIREAD which gives user READ ONLY rights to Oracle database.**
- **Click Grant.**

26

OAURS Demo--Register User
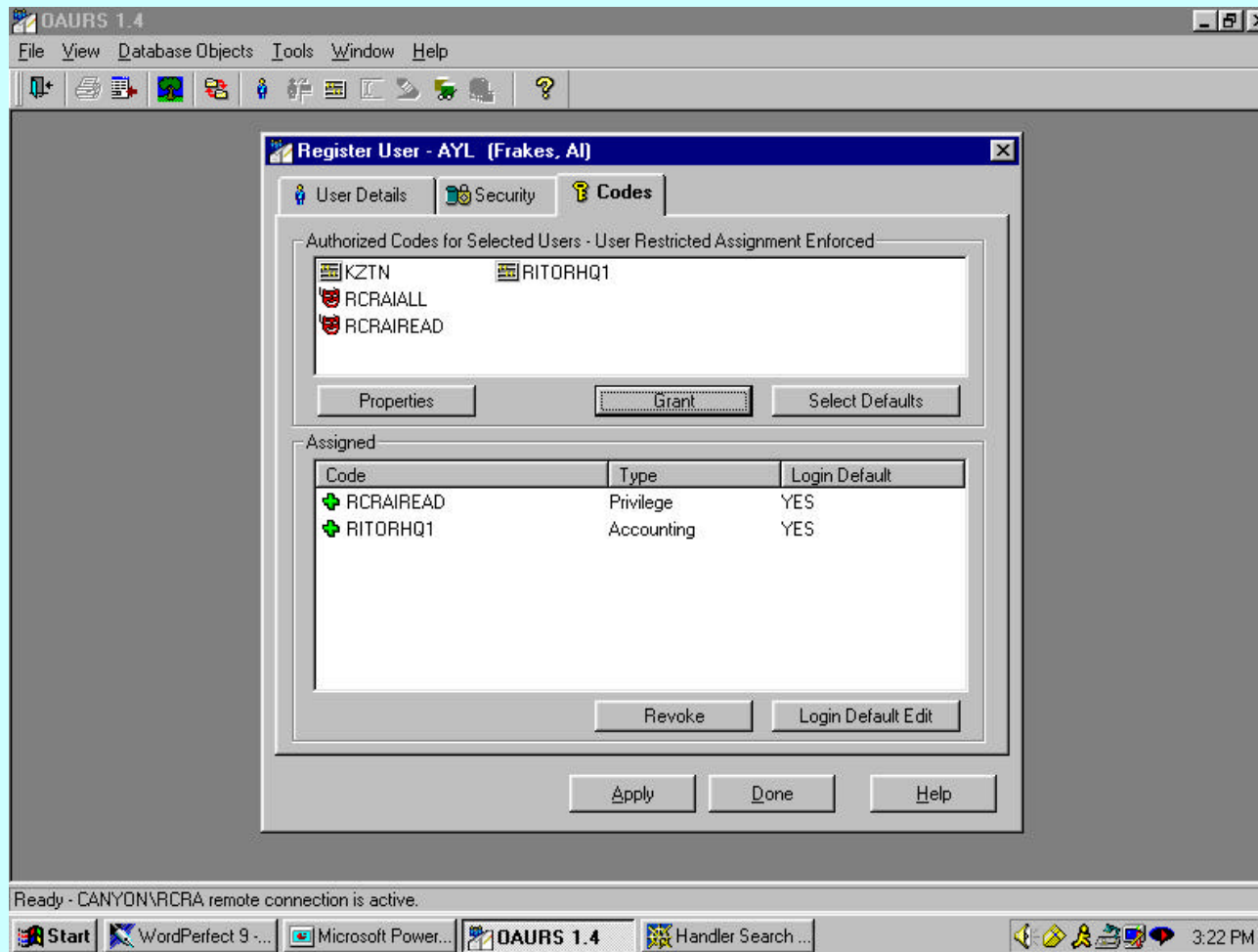
■ **If you click Apply now...**

OAURS Demo--Register User
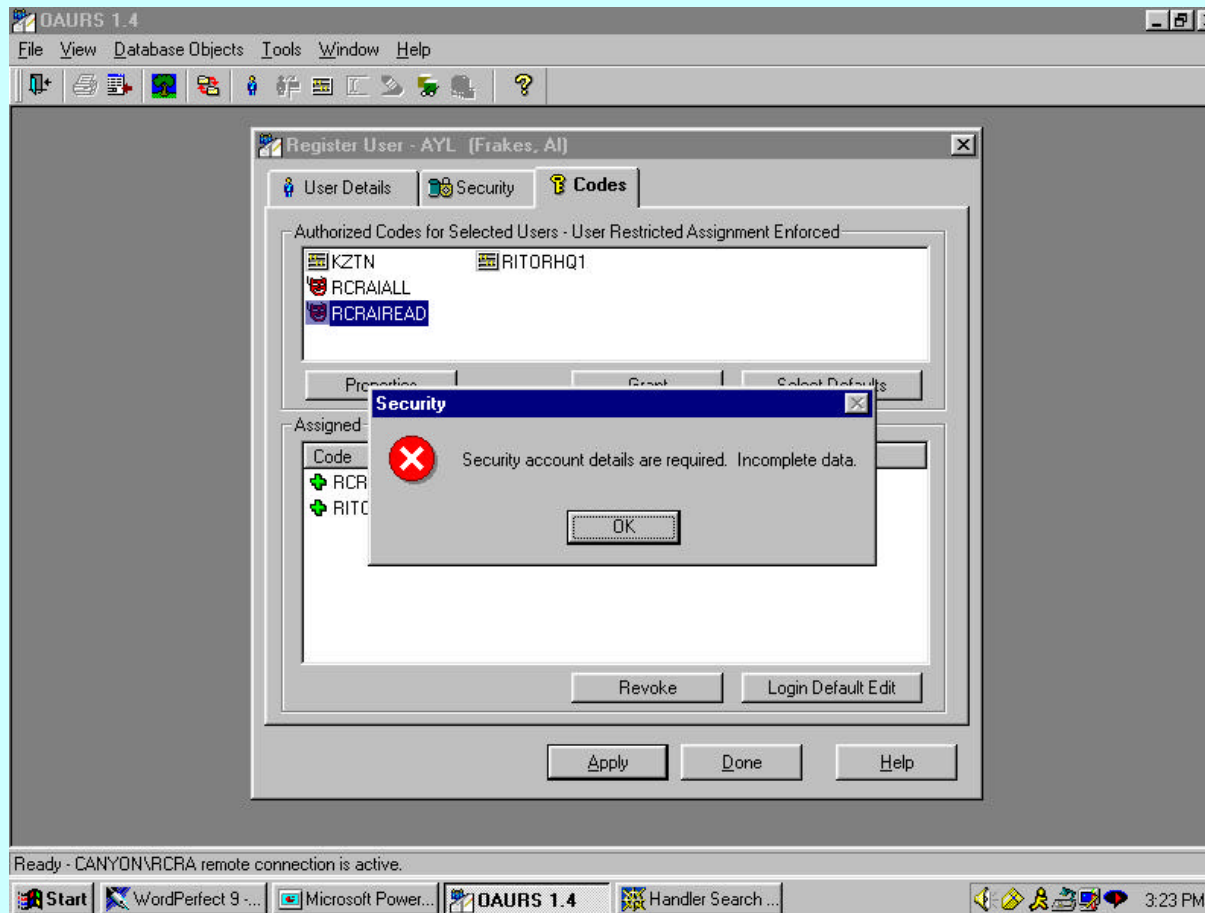
- **You get an error message.**
- **You must set password too. Click Security tab.**

OAURS Demo--Register New User
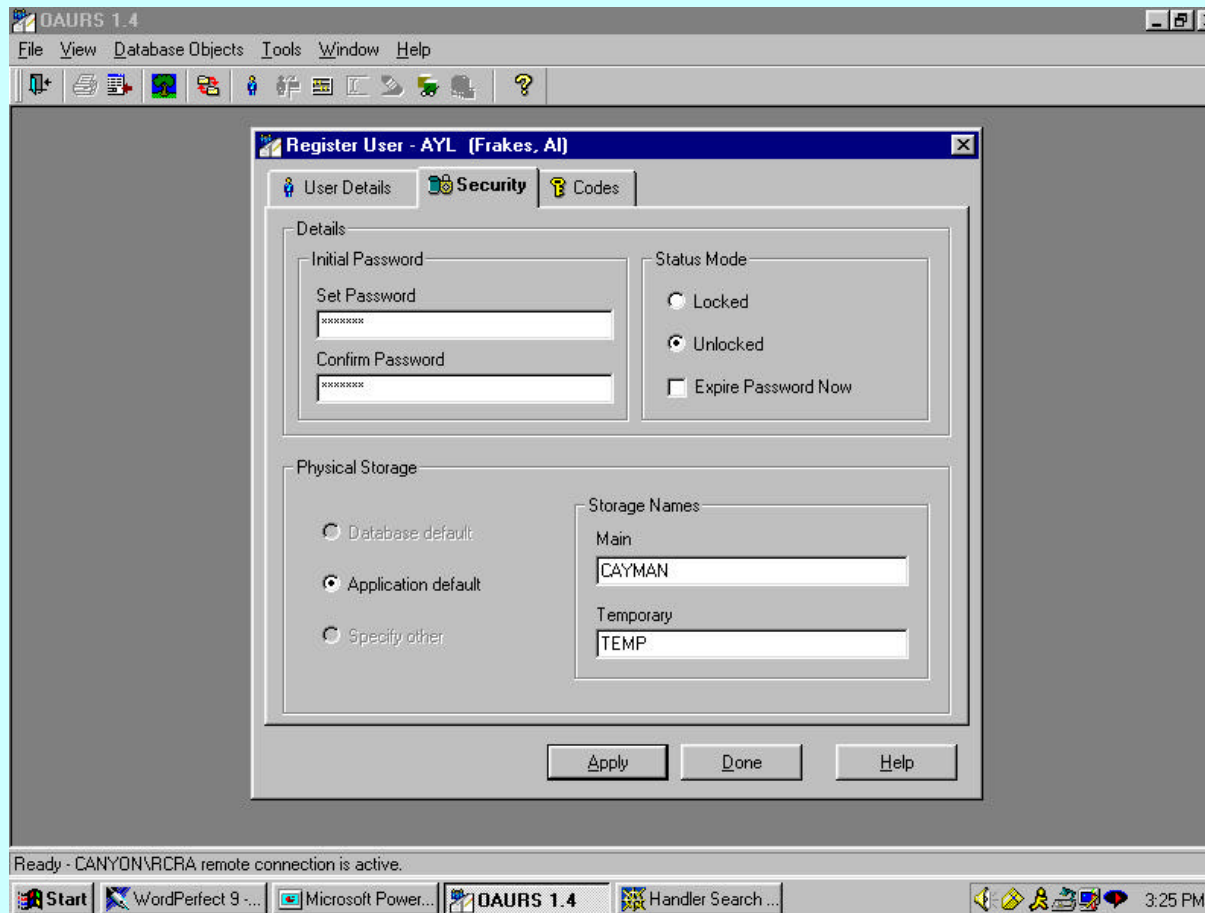
■ **Set initial password. Now you can click Apply.**

OAURS Demo--Register New User
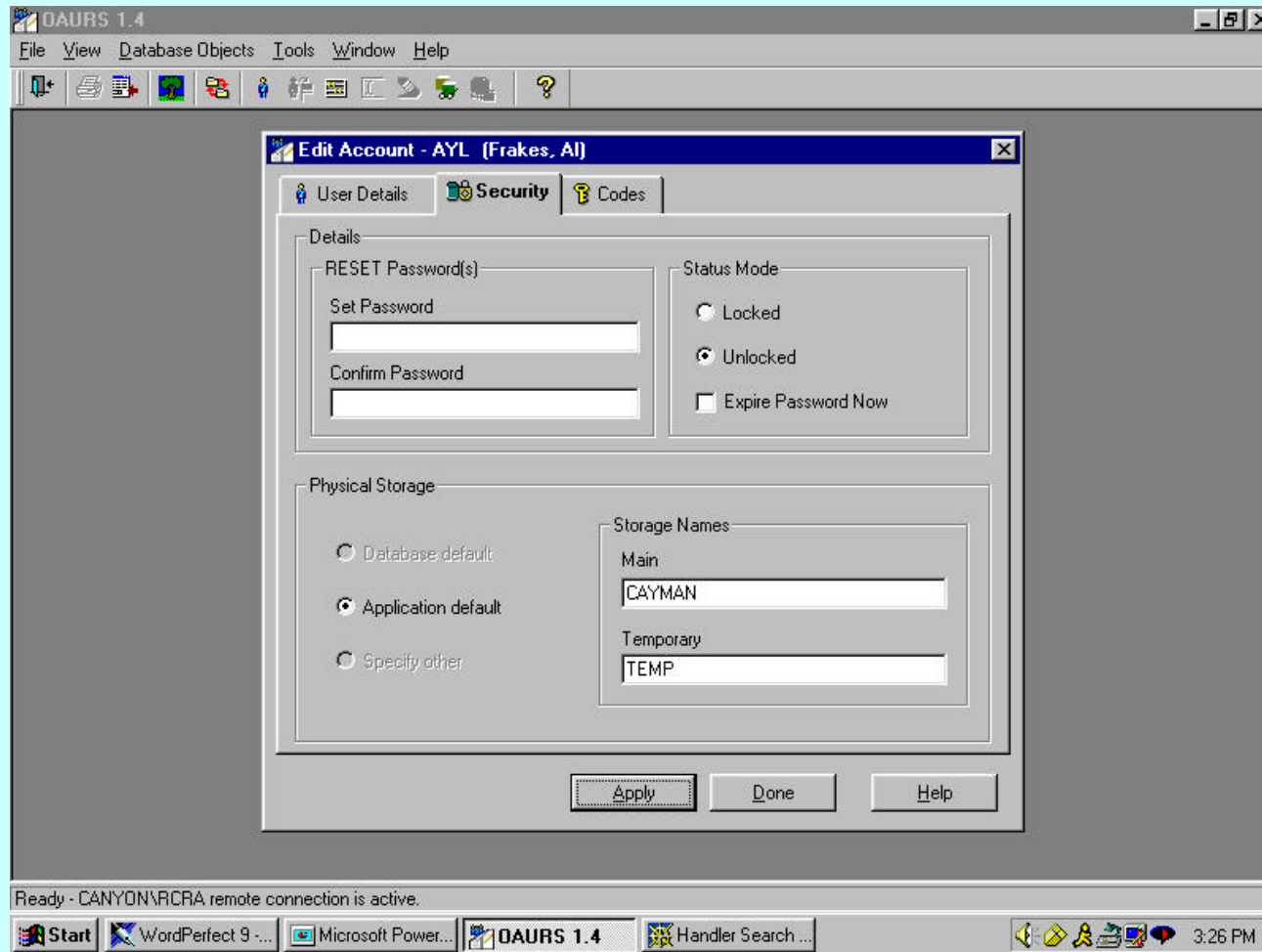
- **OAURS will validate password & register codes.**
- **Click Done to complete New User registration process.**

OAURS Demo--Maintain User
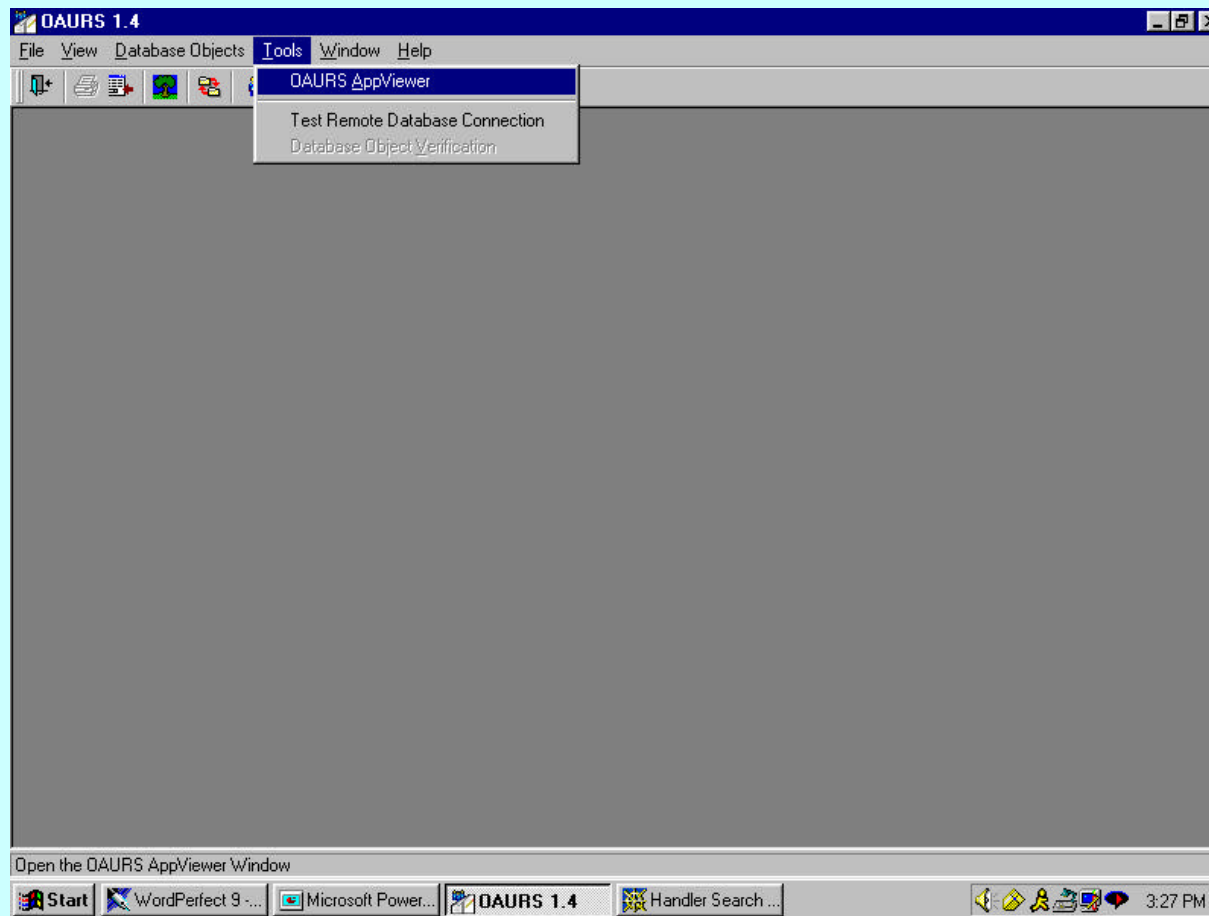
■ **Click Tools; then OAURS Appviewer.**

OAURS Demo--Maintain User
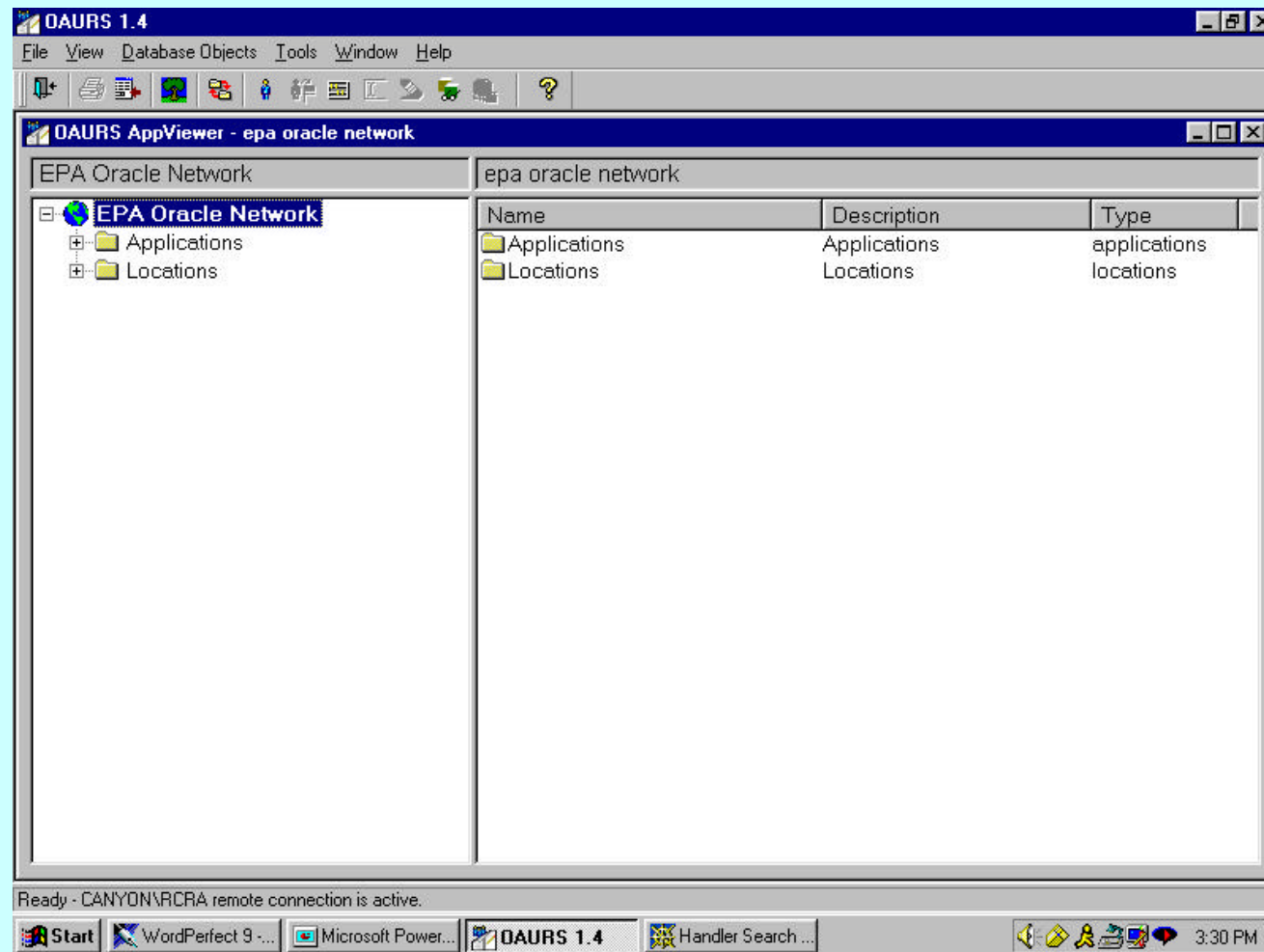
■ **Select Applications.**

OAURS Demo--Maintain User
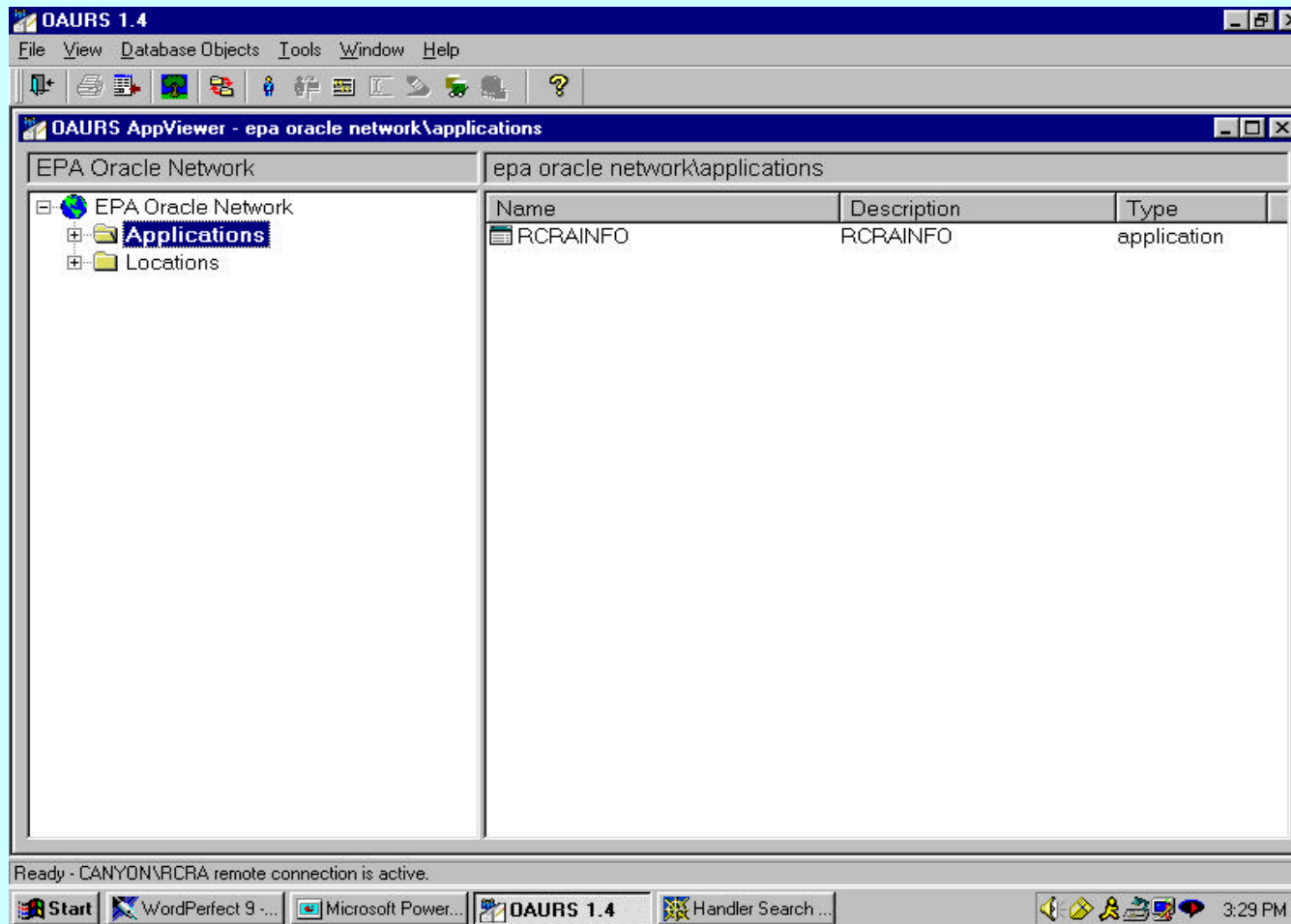
■ **Only applications authorized for your User ID appear.**

OAURS Demo--Maintain User
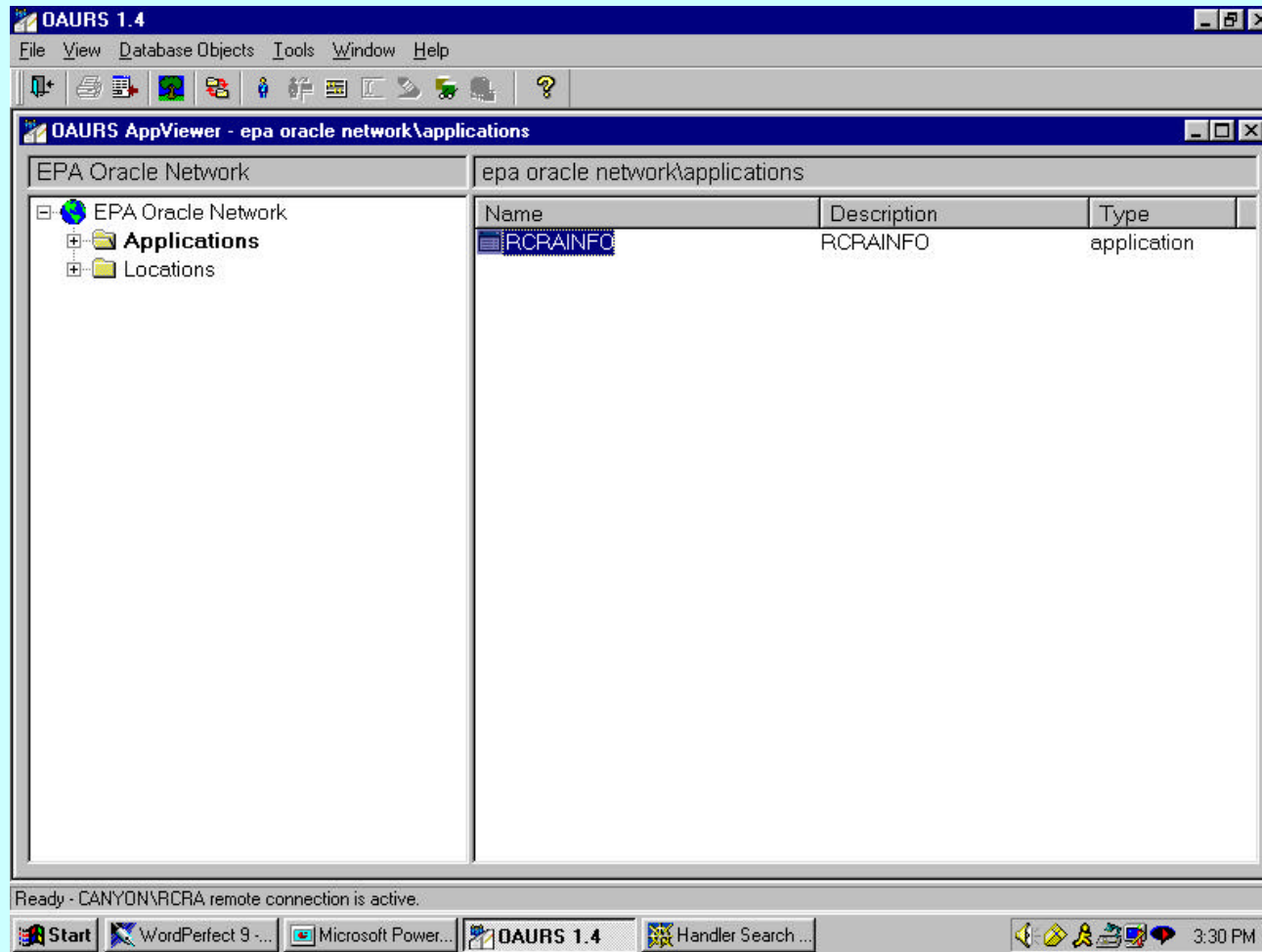
■ **Double click on RCRAInfo.**

OAURS Demo--Maintain User
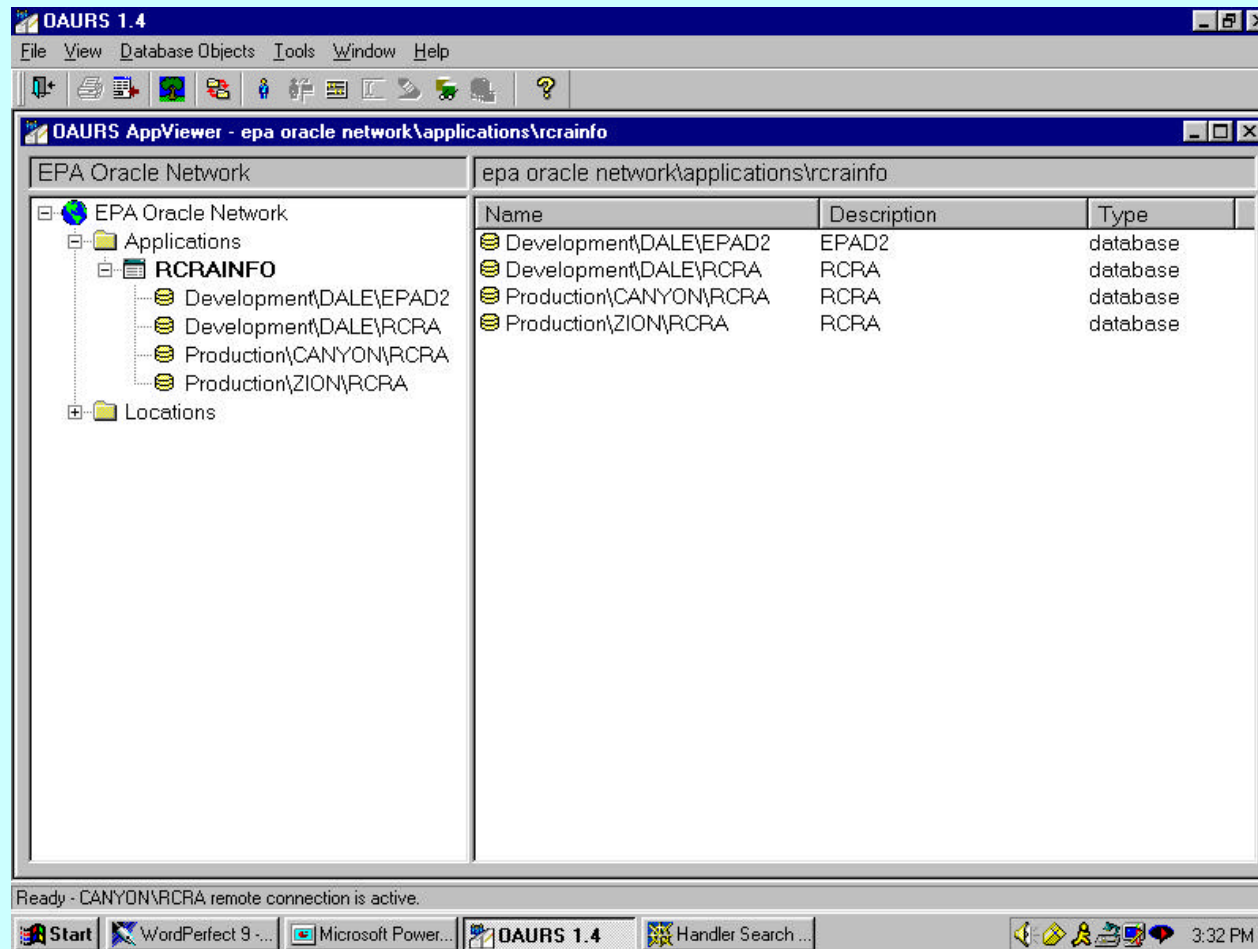
■ **Click on Database you wish to select.**

OAURS Demo--Maintain User
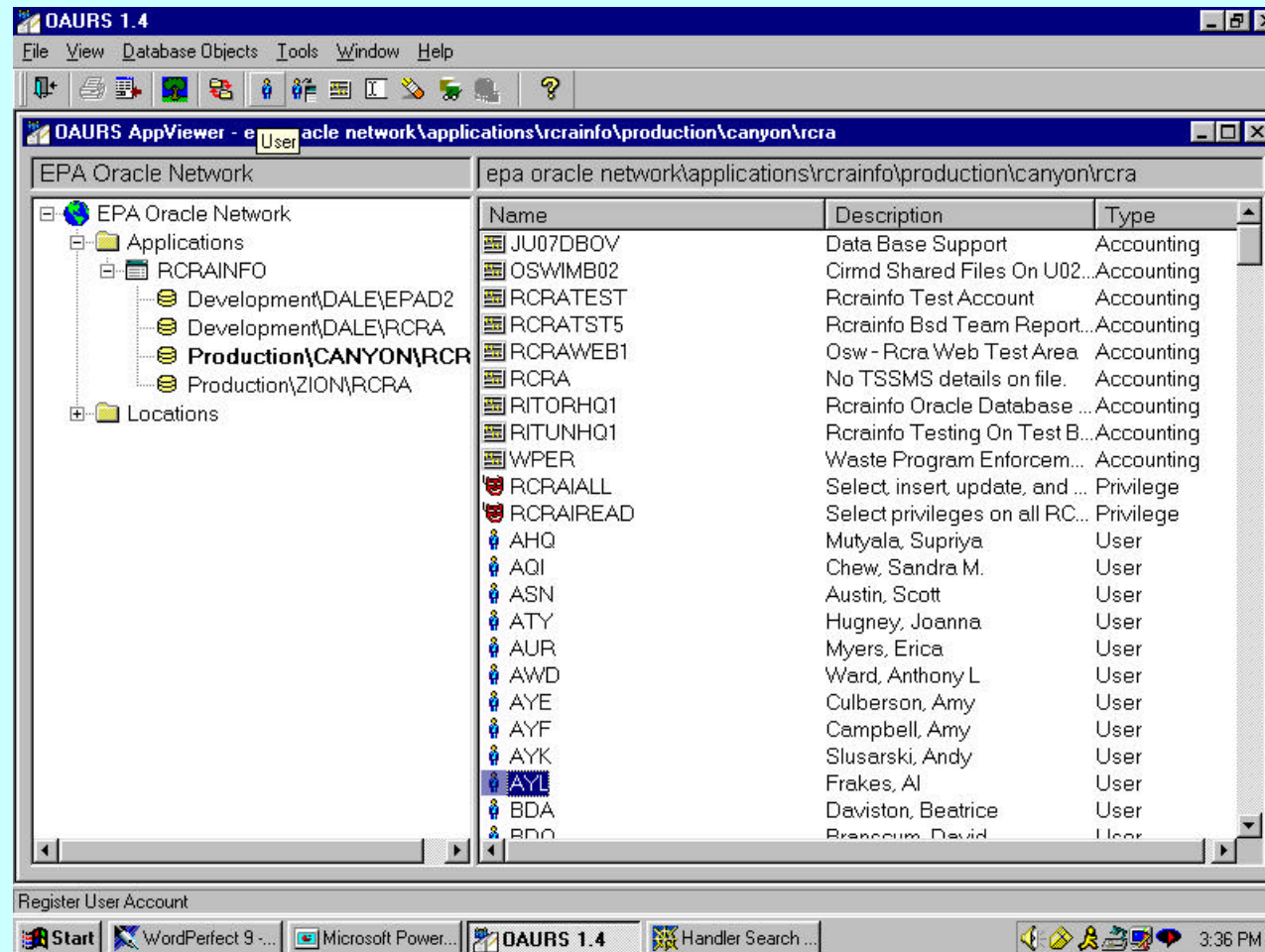
- **List of application accounts, roles, and registered users is displayed.**
- **Scroll to find & select user you wish to maintain.**

OAURS Demo--Maintain User
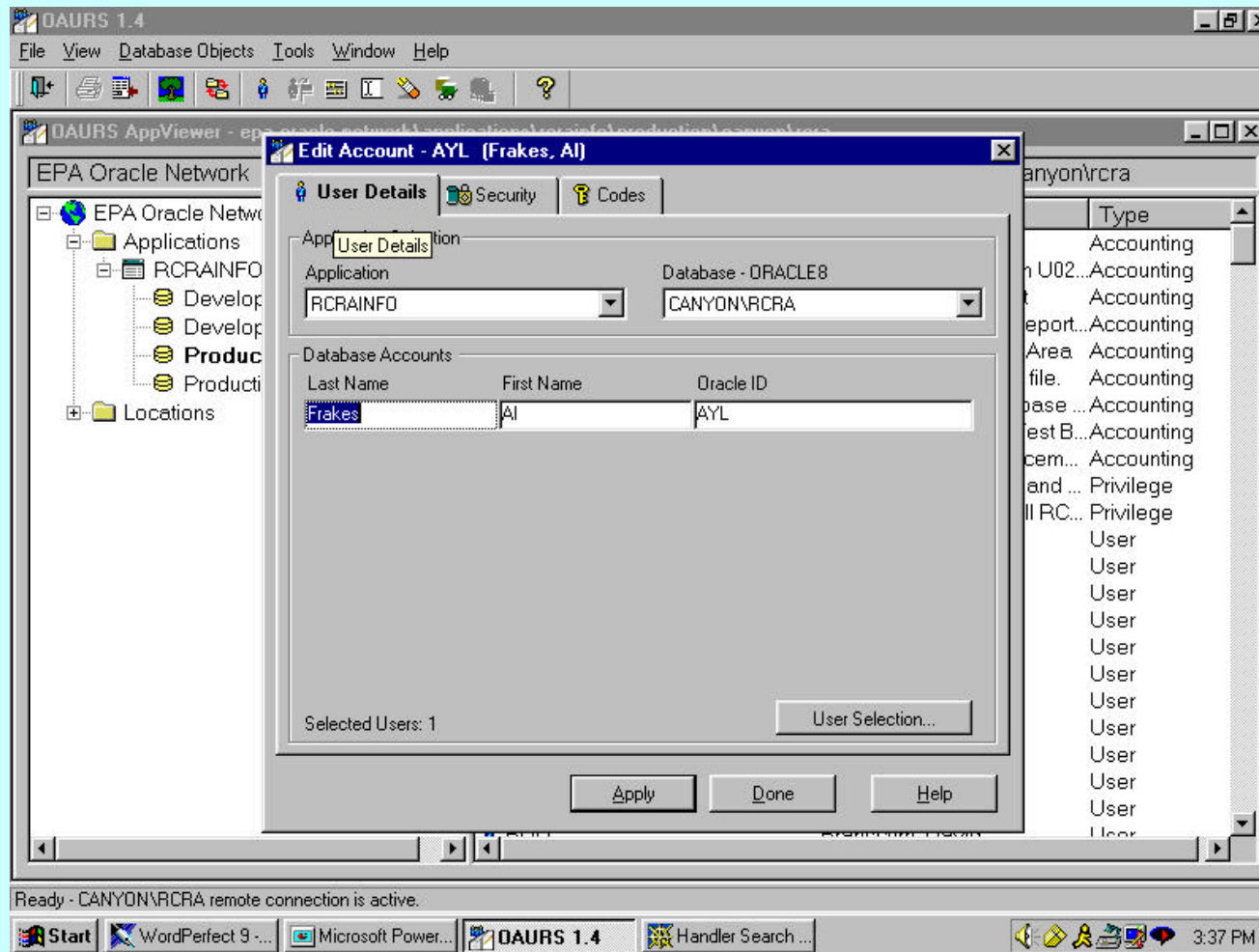
■ **Edit Account screen for selected user is displayed.**

OAURS Demo--Maintain User
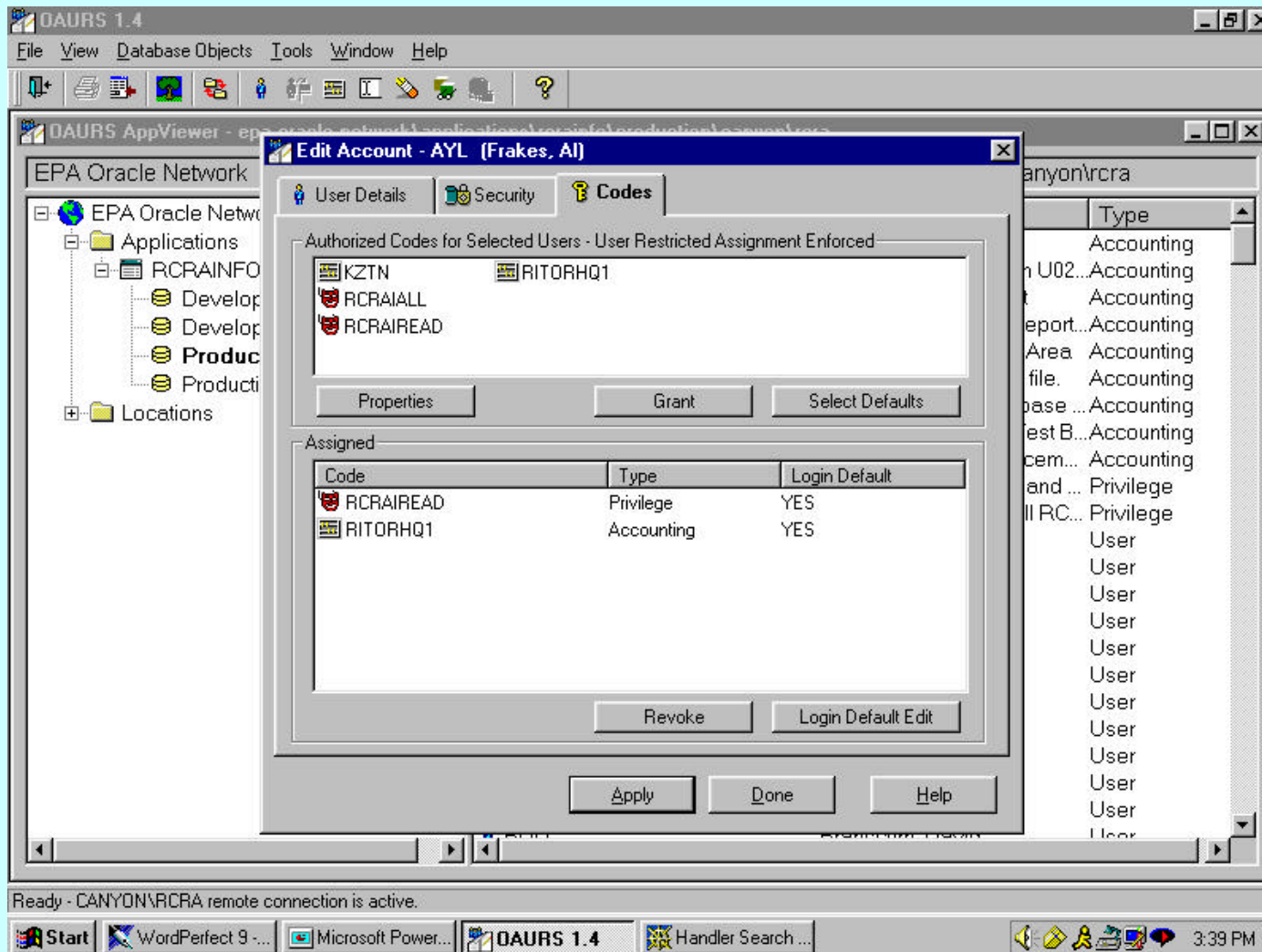
■ **Click on Codes tab to view & maintain existing account & user role assignments.**

38

OAURS Demo--Maintain User
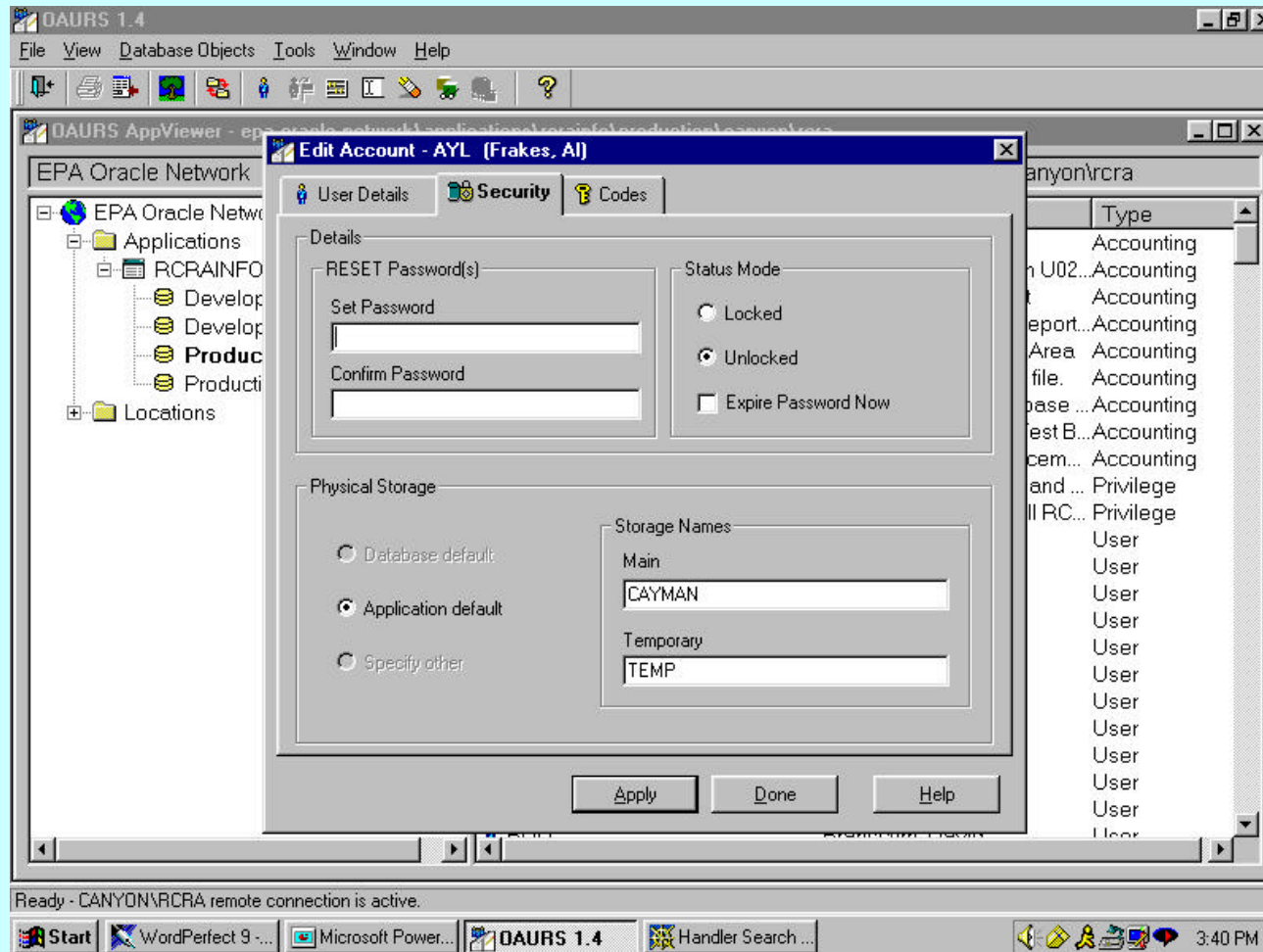
- **Click on Security to reset password.**
- **Cannot reuse last five passwords.**

OAURS Demo--Delete User
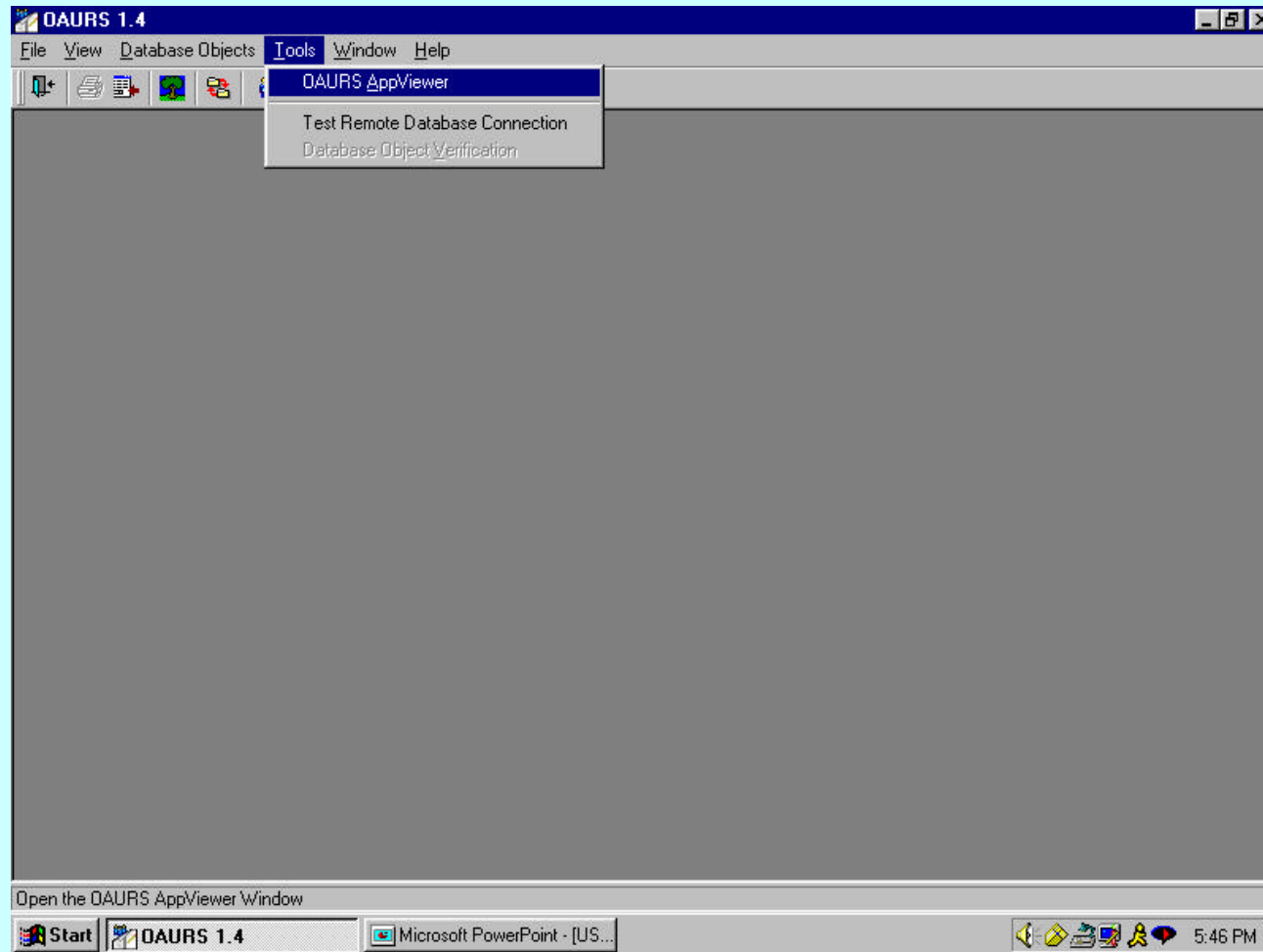
■ **Select Tools; then OAURS AppViewer.**

OAURS Demo--Delete User
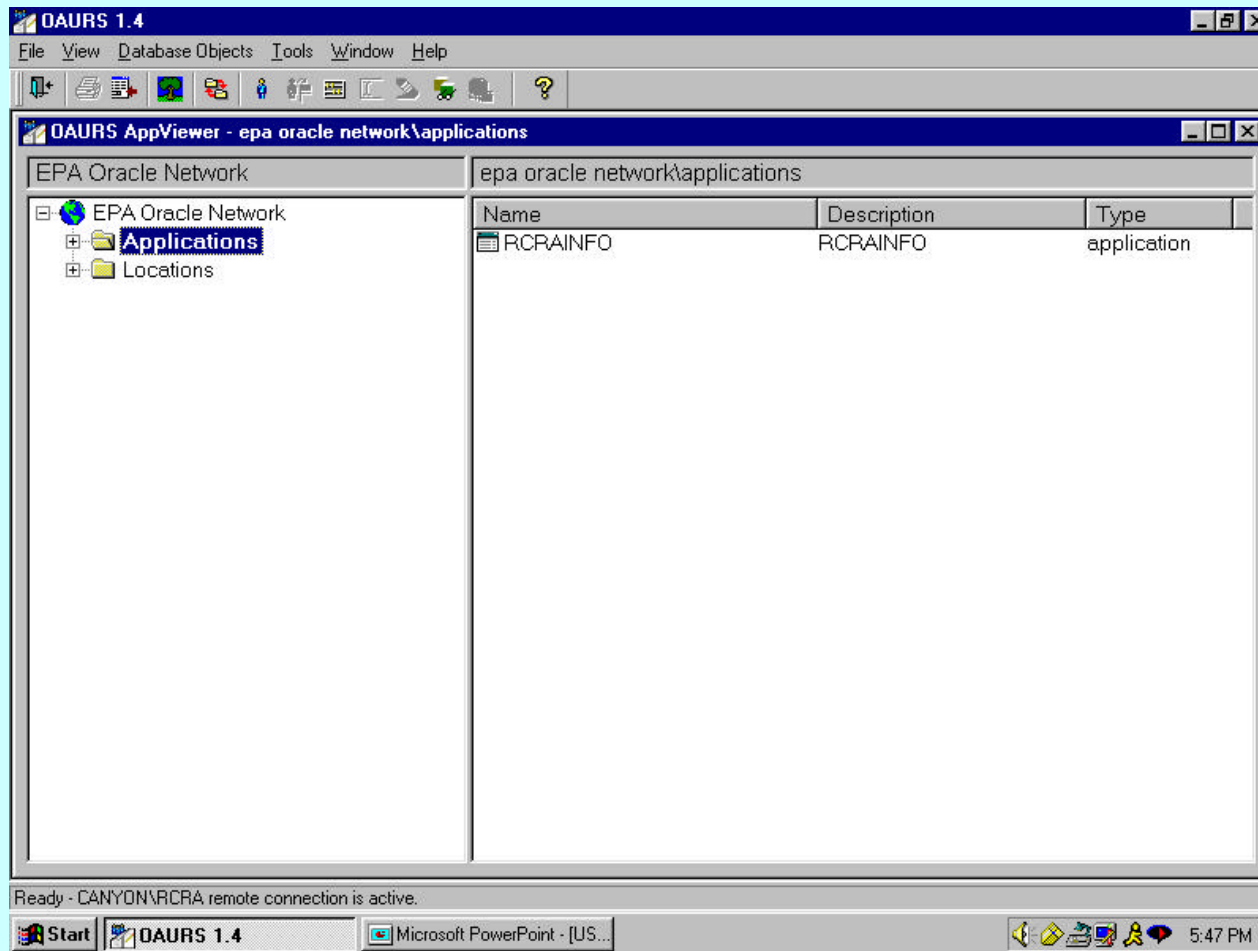
■ **Select RCRAInfo application.**

OAURS Demo--Delete User
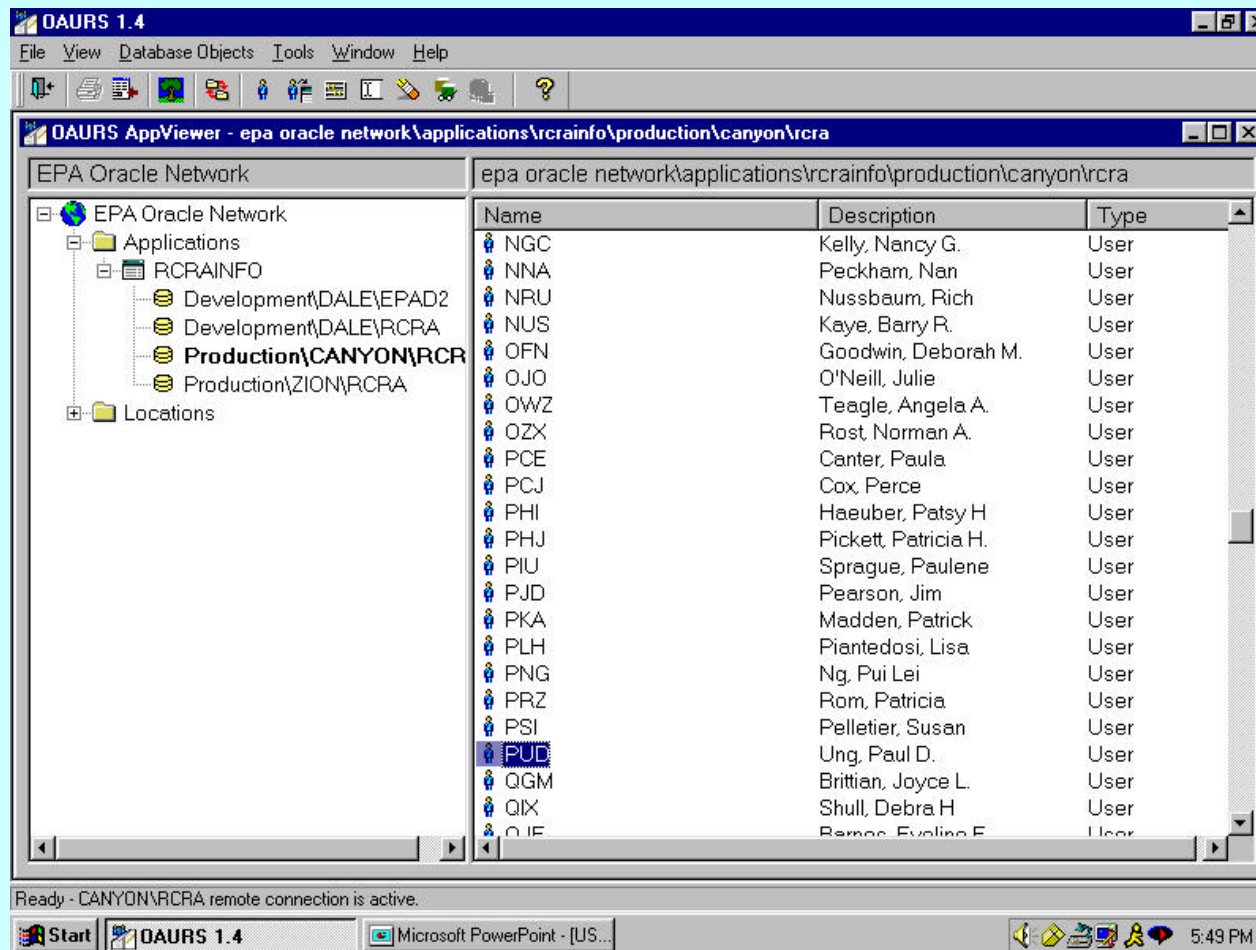
- **Select & establish connection to desired database to get user list.**

- **Locate user you wish to delete.**

OAURS Demo--Delete User
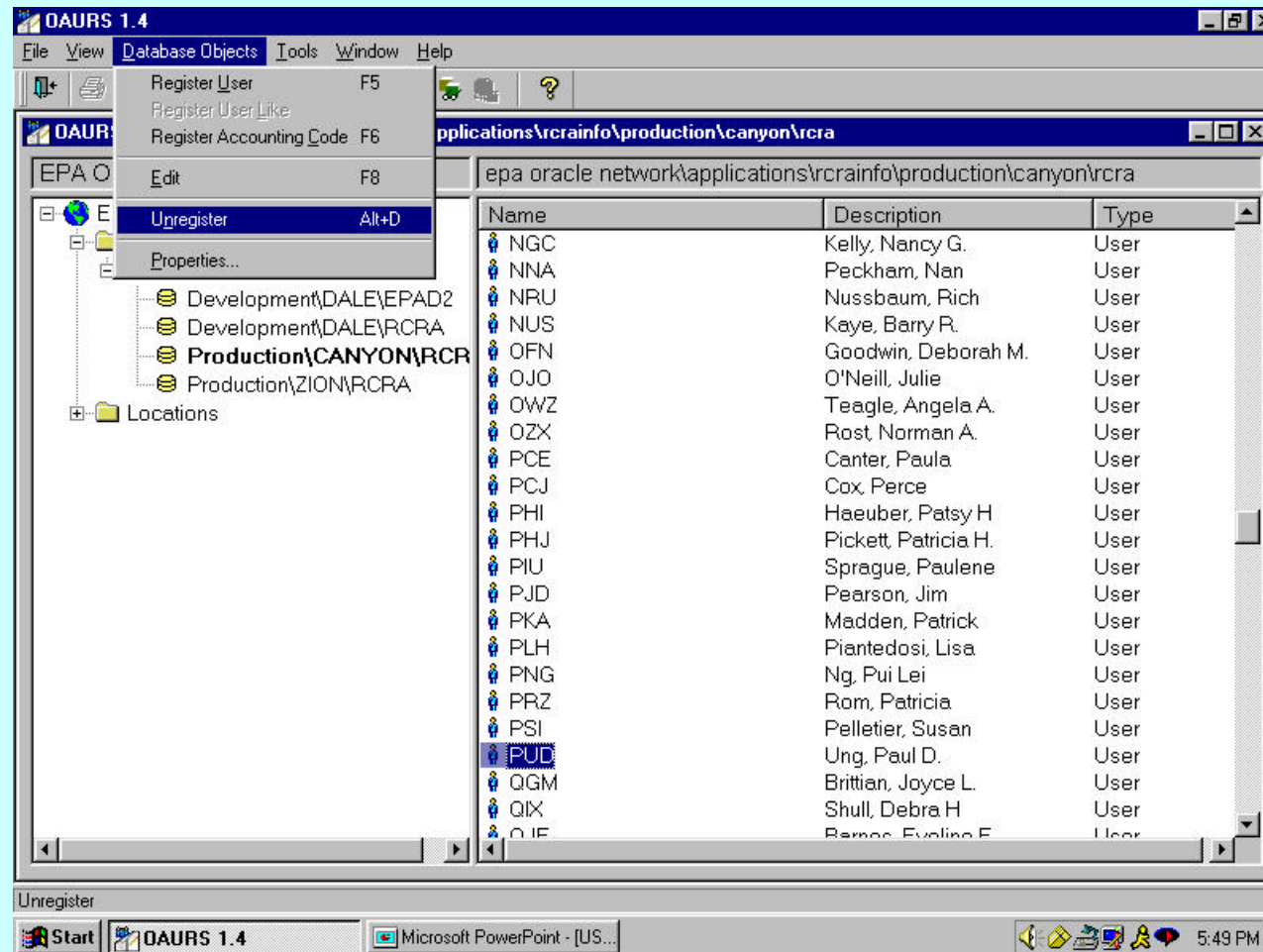
■ **Click on Database Objects; then pick Unregister option.**

OAURS Demo--Delete User
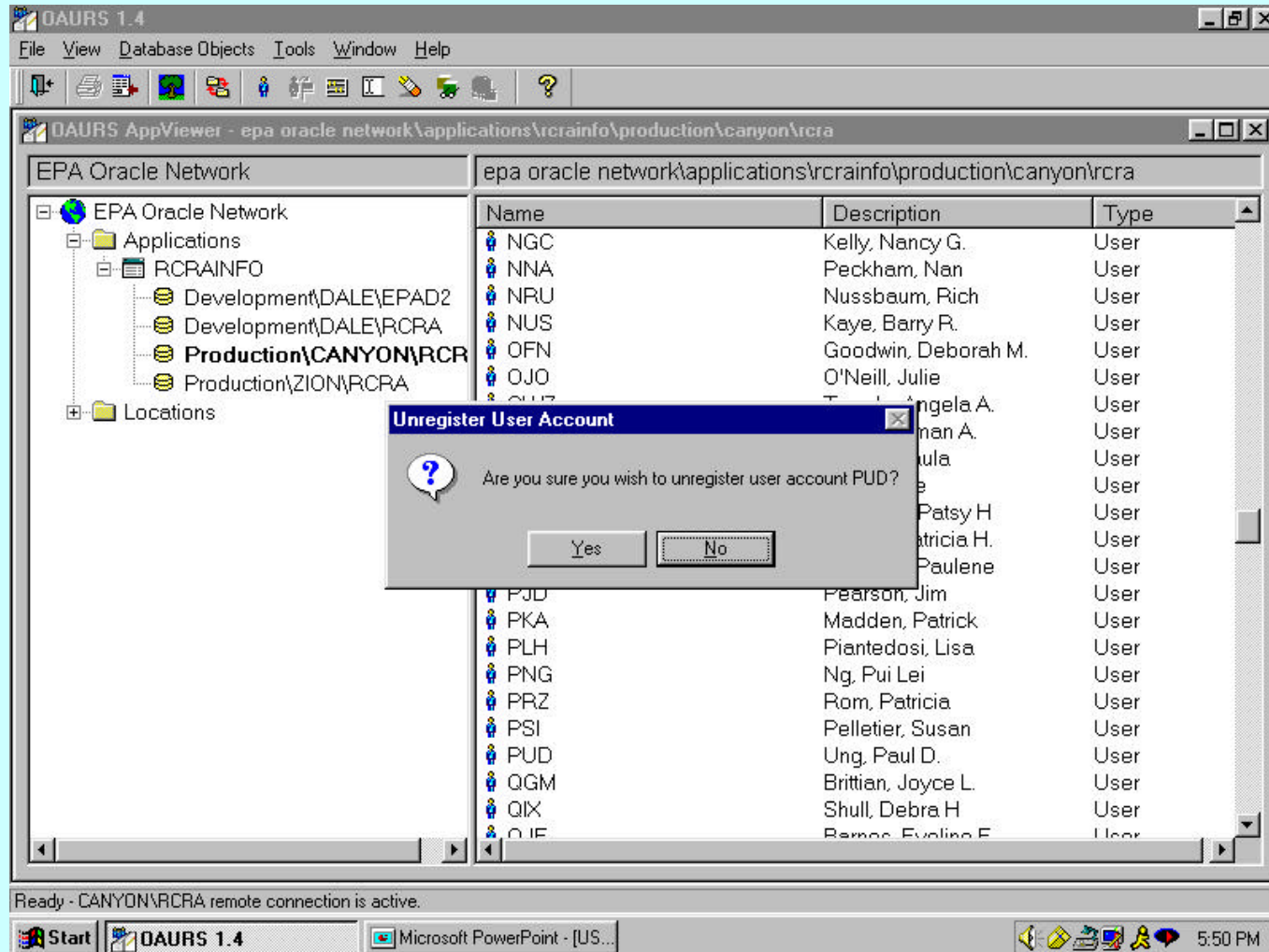
■ **You can change your mind now if you want.**

OAURS Demo--Delete User
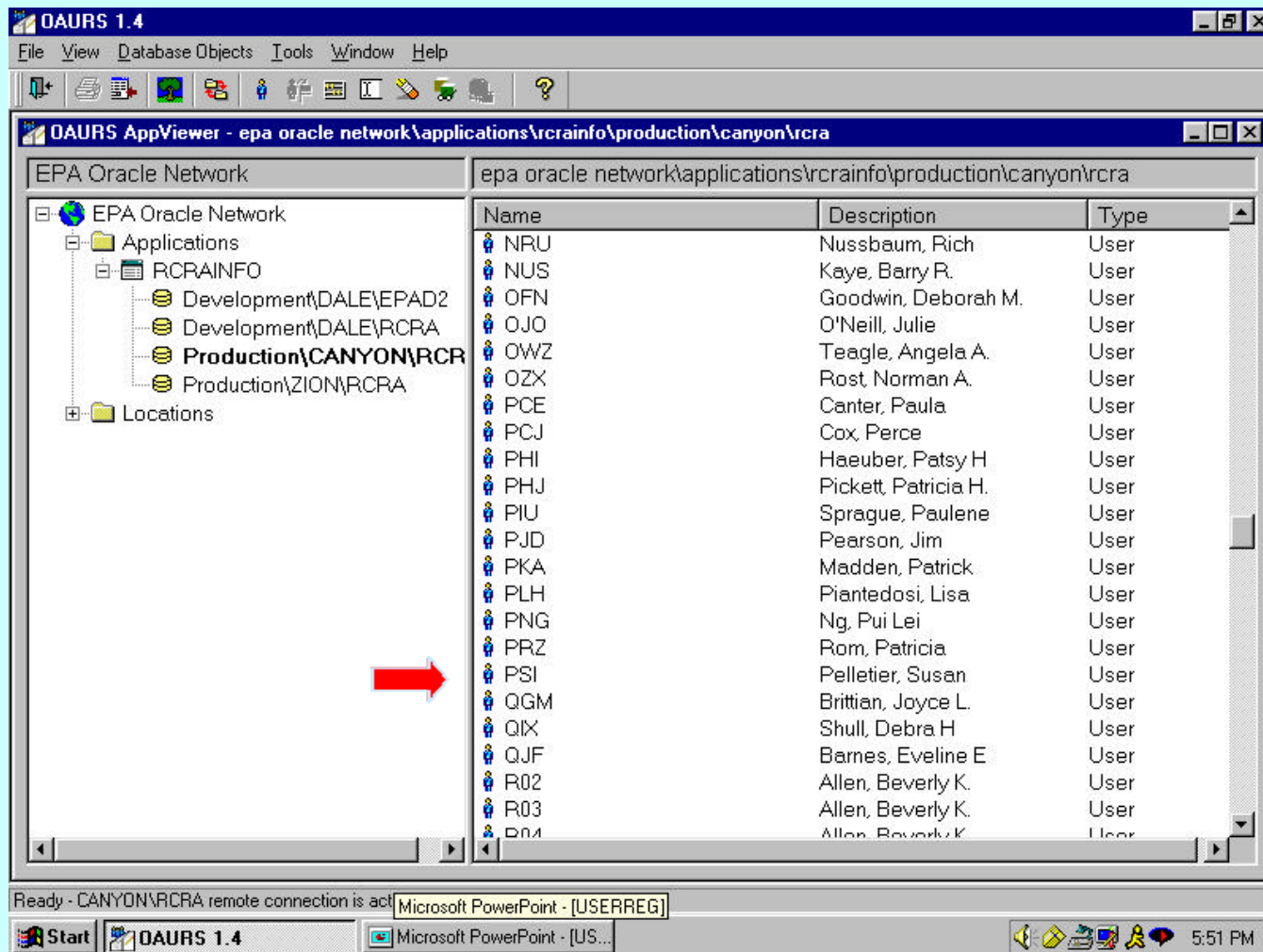
■ **You can verify that User ID is now gone.**

RCRAInfo--Add New User
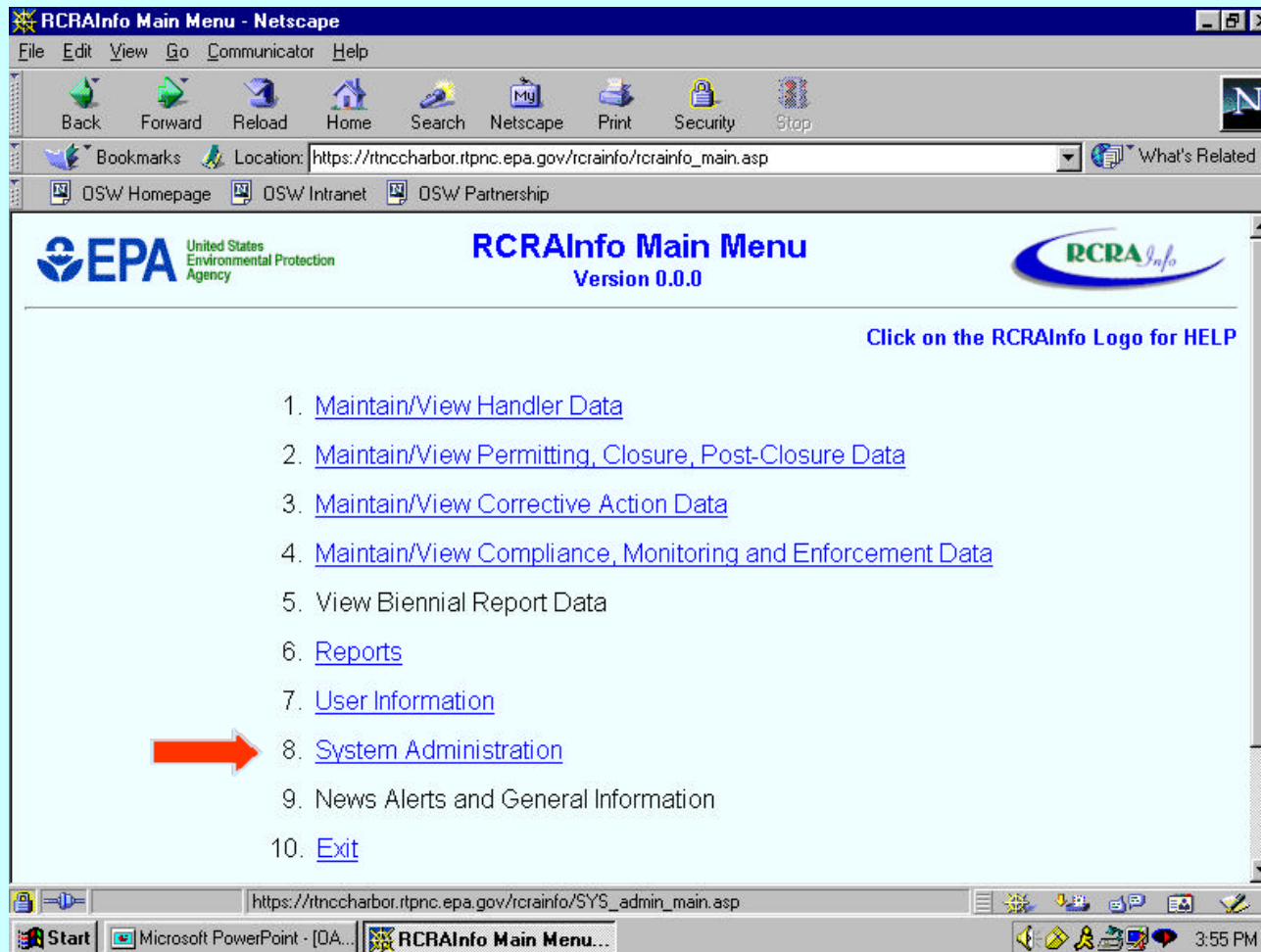
- **Log on to RCRAInfo**
- **Click on System Administration.**

RCRAInfo--Add New User
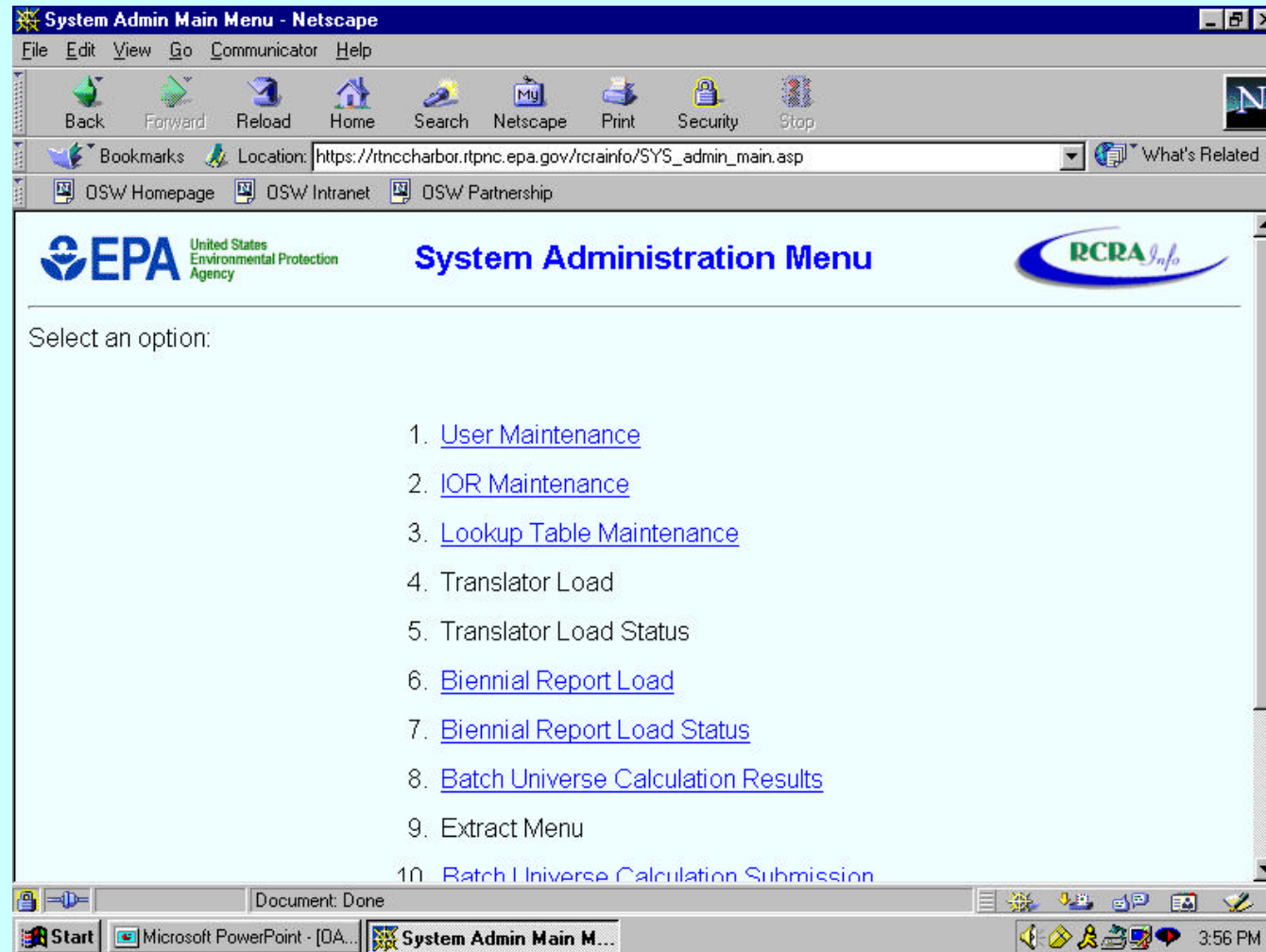
■ **Click on User Maintenance.**

RCRAInfo--Add New User

- **Scroll to bottom of page.**

RCRAInfo--Add New User

■ **Click on** Add New User

RCRAInfo--Add New User

■ **Supply User Information**

RCRAInfo--Add New User

■ **Assign permission levels for each module.**

■ **Click Save.**

RCRAInfo--Add New User
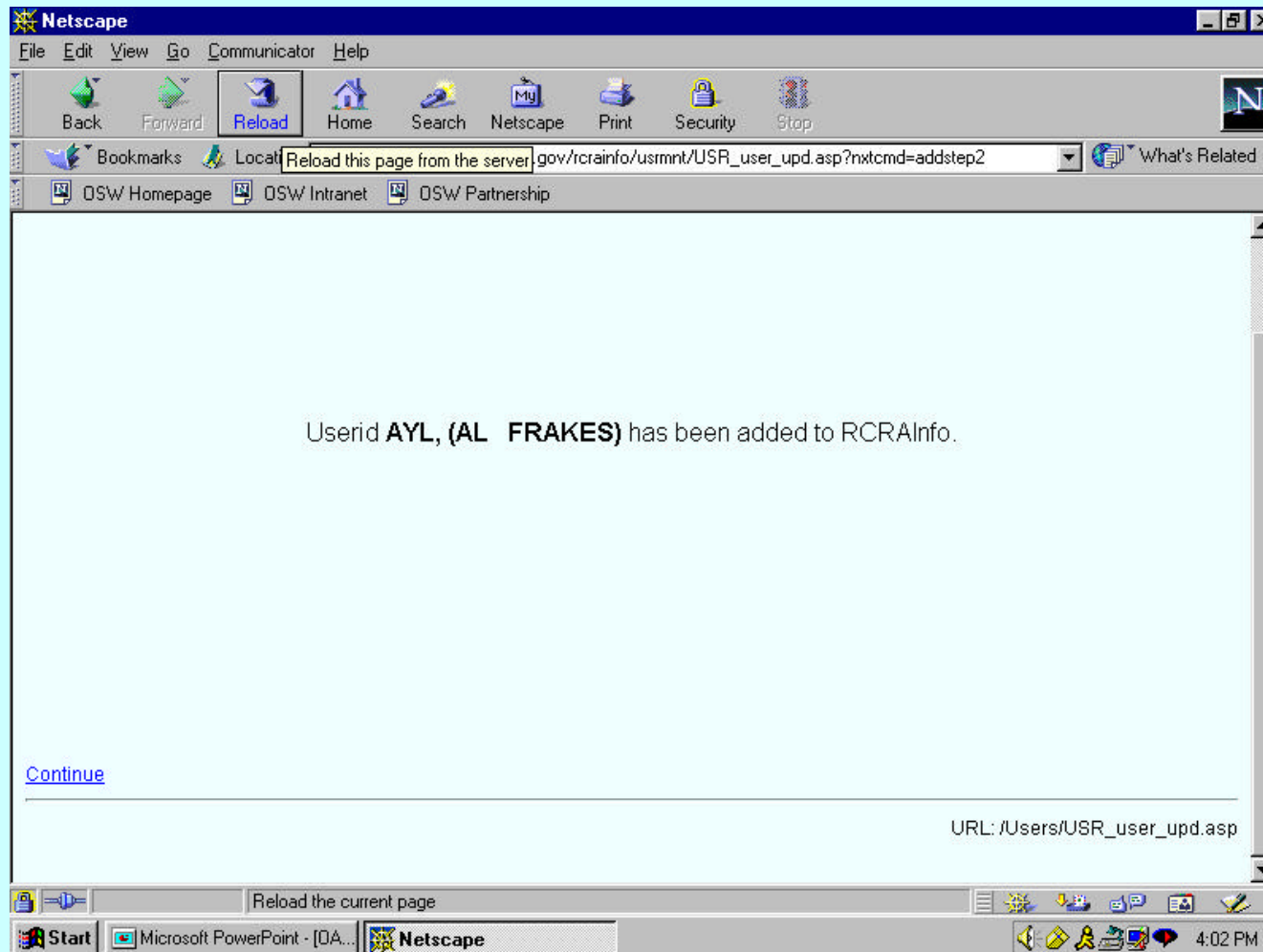
- **You receive confirmation of your transaction.**
- **Click Continue.**
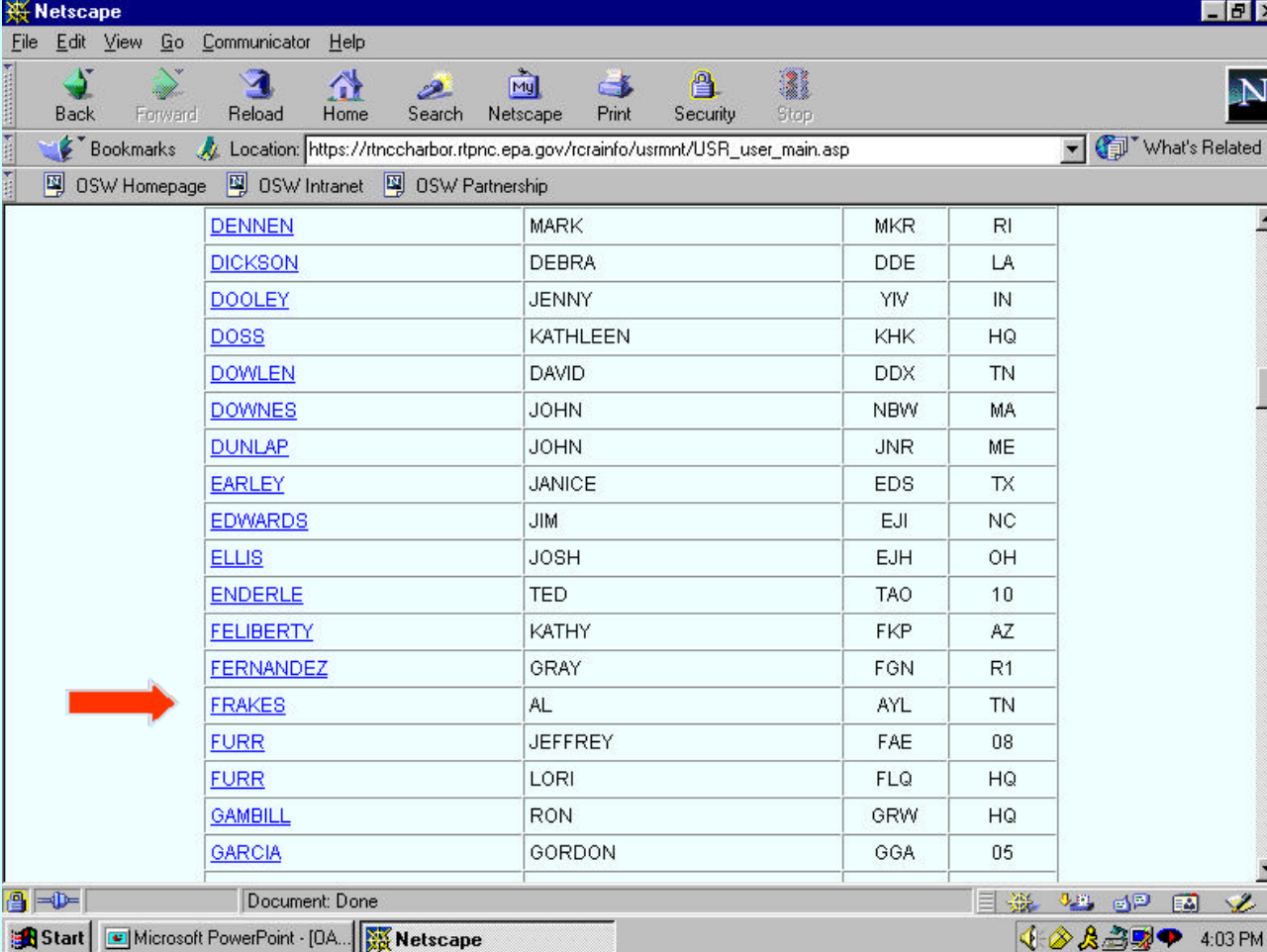
RCRAInfo--Add New User

- **You are returned to User Maintenance Menu.**
- **Scroll down to verify user was added.**

RCRAInfo--Add New User

■ **There he is...**

RCRAInfo-- Maintain Or Delete User

■ **From User Maintenance Menu, select user you wish to maintain or delete.**

RCRAInfo--Maintain or Delete User

- **Update User screen appears.**
- **This user has left organization, so you want to delete him.**
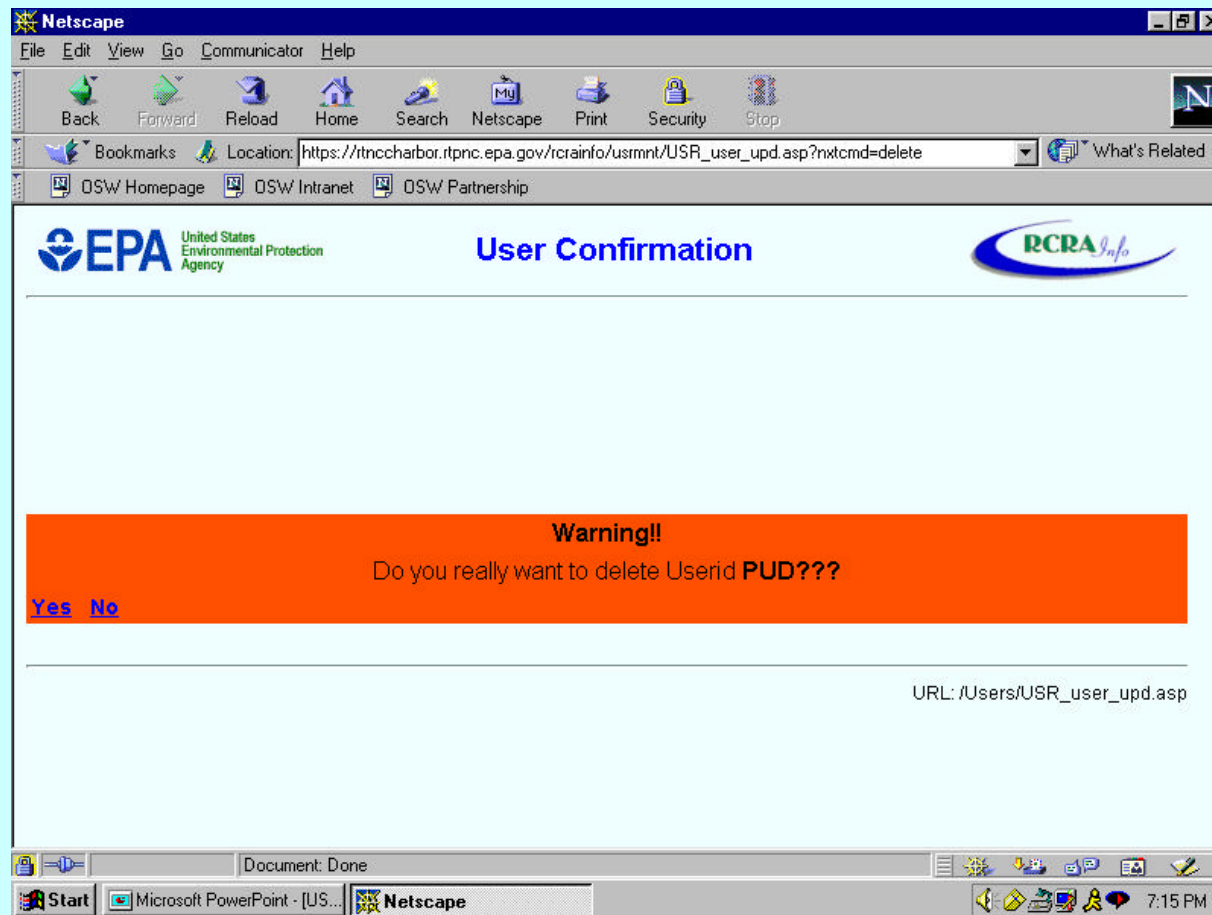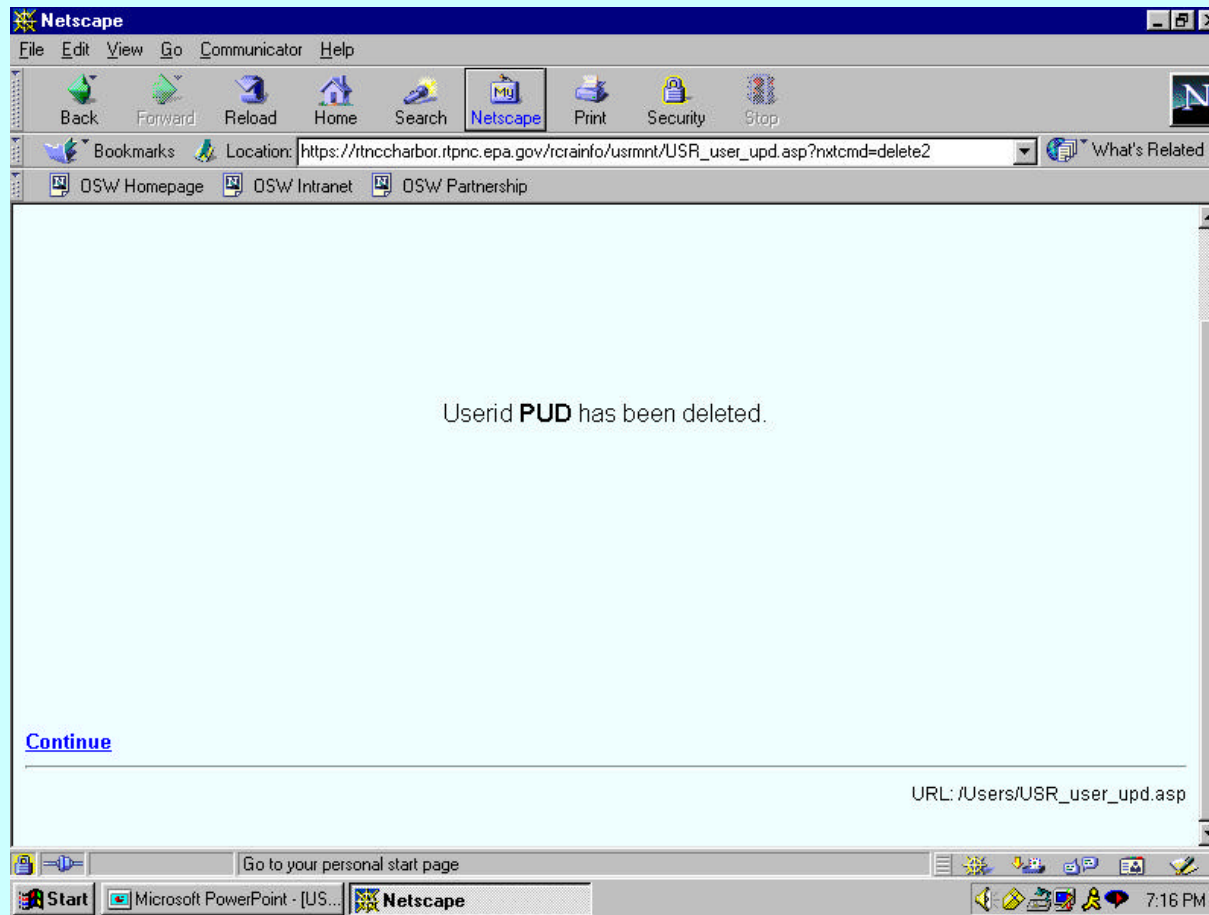
RCRAInfo--Maintain or Delete User

■ **Scroll to bottom of page and click on Delete User.**

RCRAInfo--Delete User

- **Can't ignore this warning message!!**

RCRAInfo--Delete User

- **Deed is done…**
- **Click Continue to return to User Maintenance Menu.**

End of Presentation

RCRAInfo National Implementer Training

July - August, 2000

60